

Form No. :

# ACCOUNT OPENING FORM

## DEMAT - TRADING

(For Non - Individuals Only)



**RATNAKAR**  
SECURITIES PVT. LTD.

Account No.

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Branch :

Client Code :

Client Name :

Entered By:

Verified & Uploaded by :

Scanned by :

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

**NSE-BSE/DP-NSDL**

**Regd. & Corp. Office :** 304, Sankalp Square II, Nr. Jalaram Mandir Crossing,  
Ellisbridge, Ahmedabad - 380 006. Tel : +91-79-4900 5200  
info@ratnakarsecurities.com

**CIN : U67120GJ1994PTC099563** www.ratnakarsecurities.com



<b>Name of stock broker</b>	<b>Ratnakar Securities Private Limited</b>
SEBI Registration No. and date	BSE Cash BSE FO NSE Cash NSE FO NSE Currency NSE SLB NSDL INZ000191735 : IN-DP-NSDL-66-98 November 24, 2008
Registered & Corporate Office	304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Ellisbridge, Ahmedabad - 380 006. Tel : +91-79-4900 5200
Website	www.ratnakarsecurities.com
Compliance officer of Ratnakar Securities Private Limited (for broking operations & depository operations)	Name : Kushal Shah Phone no. : 079-4900 5200 Email id : compliance@ratnakarsecurities.com
CEO of Ratnakar Securities Private Limited	Name : AJAY JAYANTILAL SHAH Phone no. : 079-4900 5200 Email id : ajay@ratnakarsecurities.com

For any grievance/dispute please contact Ratnakar Securities Private Limited at the above address or email id- [investorgrievance@ratnakarsecurities.com](mailto:investorgrievance@ratnakarsecurities.com) and Phone no. +91 79 4900 5200. In case not satisfied with the response, please contact the concerned exchange(s) or NSDL as under: -

EXCHANGE	EMAIL ID	PHONE NO.
BSE	is@bseindia.com	+91-22 22728138
NSE	ignse@nse.co.in	+91-22 26598190
MSEI	investorcomplaints@msei.in	+91-22 61129000
NSDL	relations@nsdl.co.in	+91-22 24994200 / 4600

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**CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Legal Entity / Other than Individuals**

**Important Instructions :**

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



**For office use only** Application Type\*  New  Update  
 (To be filled by financial institution) KYC Number  (Mandatory for KYC update request)

**1. ENTITY DETAILS\*** (Please refer instruction A at the end)

Name\* \_\_\_\_\_

Entity Constitution Type\*  \_\_\_\_\_ Others (Specify) \_\_\_\_\_ (Please refer instruction B at the end)

Date of Incorporation / Formation\*  DD -  MM -  YY  YY Date of Commencement of Business  DD -  MM -  YY  YY

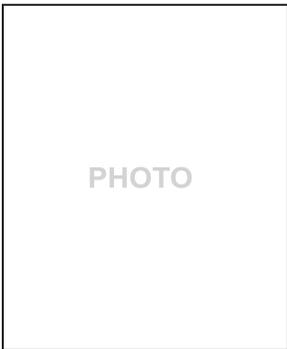
Place of Incorporation / Formation\* \_\_\_\_\_ Country of Incorporation / Formation\* \_\_\_\_\_ TIN or Equivalent Issuing Country \_\_\_\_\_

PAN\* \_\_\_\_\_  Form 60 furnished

TIN/GST Registration Number \_\_\_\_\_

**Status** (Please tick ✓ the appropriate)

- Private Limited Co.  Public Ltd. Co.  Body Corporate  Partnership  Trust
- Charities  NGO's  FI  FII  HUF
- AOP  Bank  Government Body  Non-Government Organization  Defense Establishment
- BOI  Society  LLP  FPI - Category I  FPI - Category II
- FPI - Category III  Others (Please specify)



**2. PROOF OF IDENTITY (POI)** (Please refer instruction B at the end)

- Officially valid document(s) in respect of person authorised to transact
- Certificate of Incorporation / Formation \_\_\_\_\_  Registration Certificate \_\_\_\_\_
- Memorandum and Articles of Association  Partnership Deed  Trust Deed
- Resolution of Board / Managing Committee  Power of attorney granted to its manager, officers or employees to transact on its behalf
- Activity Proof - 1 (For Sole Proprietorship Only)  Activity Proof - 2 (For Sole Proprietorship Only)  Bank Statement
- PAN Card

**3. ADDRESS\*** (Please refer instruction C at the end)

**3.1 Registered Office Address / Place of Business\***

Proof of Address\*  Certificate of Incorporation / Formation  Registration Certificate  Bank Statement  Other Document \_\_\_\_\_

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ City / Town / Village\* \_\_\_\_\_

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

**3.2 Local Address in India (If different from Above)\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ City / Town / Village\* \_\_\_\_\_

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

4. CONTACT DETAILS (All communications will be sent to Mobile number/ Email-ID provided" may be used) (Please refer instruction D at the end)

Tel. (Off) \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_

Mobile \_\_\_\_\_ - \_\_\_\_\_ Email ID \_\_\_\_\_

5. NUMBER OF RELATED PERSONS  (Please refer instruction E at the end)

6. REMARKS (if any)

\_\_\_\_\_  
\_\_\_\_\_

7. APPLICANT DECLARATION (Please refer Instruction G at the end)

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I and/we are aware that I /we may be held liable for it. I/we hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/Email address. I am / We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other intermediaries with whom I have a business relationship for KYC purposes only.
- I hereby consent to receiving information from Central KYC Registry & KRA through SMS / Email on the above registered number / email address.



1/30

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

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

8. ATTESTATION / FOR OFFICE USE ONLY

Documents Received  Certified Copies  Equivalent e-document  IPV Done

KYC VERIFICATION CARRIED OUT BY

Date   -

Emp. Name : \_\_\_\_\_

Emp. Code : \_\_\_\_\_

Emp. Designation : \_\_\_\_\_

Emp. Branch : \_\_\_\_\_

[Employee Signature]

INSTITUTION DETAILS

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Ratnakar Securities Pvt Ltd**  
**TRADING/DEMAT ACCOUNT OPENING KIT**

SELF-CERTIFICATION/ DECLARATION FOR FATCA/ CRS – Non individual

To,  
 Ratnakar Securities Pvt Ltd  
 304, Sankalp Square II, Near Jalaram Mandir Crossing,  
 Paldi, Ellisbridge, Ahmedabad 380 006.

As per the definitions of Rules 114F – 114FH of the Income Tax Rules, 1962 as amended, I/we answer as under:

A. Is the account holder a government body/International Organization/listed company on recognized stock exchange If listed, please specify name of stock exchange, if you are listed company and proceed to sign the declaration _____	Yes/ No
B. Is the account holder a (Entity/Financial Institution) tax resident of any country other than India (this question to be answered only if answer to A above is No)	Yes/ No
C. Is the account holder an Indian Financial Institution  Kindly mention you GIIN if any _____ (this question to be answered only if answer to B above is No)	Yes/ No
D. Are the Substantial owners or controlling persons in the entity or chain of ownership resident for tax purpose in any country outside India or not an Indian citizen (this question to be answered only if answer to C above is No)	Yes/ No
E. The applicant is: (k) An applicant taxable as a US Person under the laws of the United States of America (“U.S.”) or any state or political subdivision thereof or therein, including the District to Columbia or any other states of the U.S.,	Yes/ No
F. An estate the income of which is subject to U.S. federal income tax regardless of the source thereof. (This clause is applicable only if the account holder is identified as a US person)	Yes/ No

Under penalty of perjury, I/we hereby declare/ certify that that:

- I/We understand that the Ratnakar Securities Pvt Ltd is relying on this information for the purpose of determining the status of the applicant named above in compliance with FATCA/CRS. Ratnakar Securities Pvt Ltd is not able to offer any tax advice on FATCA/CRS or its impact on the applicant. I/we shall seek advice from professional tax advisor for any tax questions.
- I/We agree to submit a new form within 30 days if any information or certification on this form becomes incorrect.
- I/We agree that as may be required by domestic regulators/tax authorities, Ratnakar Securities Pvt Ltd may also be required to report, reportable details to CBDT or close or suspend my account.
- I/We certify that I/we provide the information on this form and to the best of my/our knowledge and belief the certification is true, correct, and complete including the taxpayer identification number of the applicant, if any.

Signature	 2/30
Names and designation of Signatories	
Date	

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

**A. IMPORTANT POINTS:**

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

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

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

**C. Proof of Address (POA): - List of documents admissible as Proof of Address:**

(\*Documents having an expiry date should be valid on the date of submission.)

1. Passport/Voters Identity Card/Ration Card/Unique Identification Number (UID)/ Aadhar Letter/Registered lease or Sale Agreement of Residence/Driving License/ Flat Maintenance bill/Insurance Copy.

F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

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

**D. Exemptions/clarifications to PAN**

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

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

**E. List of people authorised to attest the documents:**

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

Types of entity	Documentary requirements
<b>Corporate</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/whole time director/MD (to be submitted every year). <input type="checkbox"/> Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. <input type="checkbox"/> Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. <input type="checkbox"/> Copies of the Memorandum and Articles of Association and certificate of incorporation. <input type="checkbox"/> Copy of the Board Resolution for investment in securities market. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Partnership firm</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> Certificate of registration (for registered partnership firms only). <input type="checkbox"/> Copy of partnership deed. <input type="checkbox"/> Authorised signatories list with specimen signatures. <input type="checkbox"/> Photograph, POI, POA, PAN of Partners.
<b>Trust</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> Certificate of registration (for registered trust only). <input type="checkbox"/> Copy of Trust deed. <input type="checkbox"/> List of trustees certified by managing trustees/CA. <input type="checkbox"/> Photograph, POI, POA, PAN of Trustees.
<b>HUF</b>	<input type="checkbox"/> PAN of HUF. <input type="checkbox"/> Deed of declaration of HUF/ List of coparceners. <input type="checkbox"/> Bank pass-book/bank statement in the name of HUF. <input type="checkbox"/> Photograph, POI, POA, PAN of Karta.
<b>Unincorporated association or a body of individuals</b>	<input type="checkbox"/> Proof of Existence/Constitution document. <input type="checkbox"/> Resolution of the managing body & Power of Attorney granted to transact business on its behalf. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Banks/ Institutional Investors</b>	<input type="checkbox"/> Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Foreign Institutional Investors (FII)</b>	<input type="checkbox"/> Copy of SEBI registration certificate. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Army/ Government Bodies</b>	<input type="checkbox"/> Self-certification on letterhead. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Registered Society</b>	<input type="checkbox"/> Copy of Registration Certificate under Societies Registration Act. <input type="checkbox"/> List of Managing Committee members. <input type="checkbox"/> Committee resolution for persons authorised to act as authorised signatories with specimen signatures. <input type="checkbox"/> True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.



## OPTION FORM FOR ISSUE OF DIS BOOKLET - VOLUNTARY

To,  
Ratnakar Securities Pvt Ltd  
304 Sankalp Square II, Nr Jalaram Mandir Crossing  
Ellisbridge, Ahmedabad-380006

Date :

DP ID	IN300652
Beneficiary ID	

Dear Sir,

I/We hereby state that: (select one of the option given below)

OPTION 1

I/We require you to issue Delivery Instruction Slip (DIS) booklet to me/us immediately on opening my/our NSDL account though I/We have issued a Power of Attorney (POA) in favor of Ratnakar Securities Pvt Ltd for executing delivery instructions for settling stock exchange trades (Settlement related transactions) effected through such Clearing Member.

OPTION 2

I/We do not require Delivery Instruction Slip (DIS) for time being. Since I/We have issued a POA in favor of Ratnakar Securities Pvt Ltd for executing delivery instructions for settling stock exchange trades (Settlement related transactions) effected through such Clearing Member. However, the Delivery Instruction Slip (DIS) booklet should be issued to me/us immediately on my/our request at any later date.

## AADHAAR UPDATION CONSENT - VOLUNTARY

To,  
Ratnakar Securities Pvt Ltd  
304 Sankalp Square II, Nr Jalaram Mandir Crossing  
Ellisbridge, Ahmedabad-380006

Date :

NAME	
PAN	
AADHAR (IF ANY)	

**Request for Aadhar Submission:**  YES  NO

I/we hereby confirm, and submit voluntarily at my/ our own discretion my/our Aadhar number(s) as issued by Government of India to Ratnakar Securities Pvt Ltd without any compulsion, along with my/ our other KYC documents for the purpose of opening of an account based relationship. Ratnakar Securities Pvt Ltd has not forced me to submitting the same.

**Request for Aadhaar updation:**  YES  NO

I/we wish to link my/our Aadhaar Number I/we have no objection in authenticating the same with Aadhaar based authentication system via OTP/Biometric/demographic information. In case of authentication failure with UIDAI records, I/we understand that my/our Aadhaar no. will not be updated in the Ratnakar Securities Pvt Ltd records.

**Consent to share Aadhaar details:**  YES  NO

I/we hereby give my/our consent to Ratnakar Securities Pvt Ltd and its Group Companies to update and share my Aadhaar number and related details obtained from UIDAI through authentication using OTP/Biometric/Demographic information on my behalf with any third party entities like Exchanges, Depositories, KRA, CERSAI, AMC's, PMS, Mutual Funds, Insurer's or any other institution that may be formed in future, or any of its associates or group company etc. where there is a requirement of uploading/updating/modifying the Aadhaar no. in case of any investment or purchase of any product/services from such entities made through Ratnakar Securities Pvt Ltd or in case there is a regulatory requirement for the same or in any other case what so ever.

Also, I/we hereby give my/our consent to Ratnakar Securities Pvt Ltd to share my Aadhaar number and related details obtained from KRA, CERSAI as part of fetching process etc. or any other institution that may be formed in future, or any of its associates or group company etc. with any third party entities like Exchanges, Depositories, KRA, CERSAI, AMC's, PMS, Mutual Funds, Insurer's or any other institution that may be formed in future, or any of its associates or group company etc. where there is a requirement of uploading/updating/modifying the Aadhaar no. in case of any investment or purchase of any product/services from such entities made through Ratnakar Securities Pvt Ltd, or in case there is a regulatory requirement for the same or in any other case what so ever.

I/We hereby consent to receiving information from KRA through SMS/Email on the above registered number / Email address

## HUF DECLARATION

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

From :

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---

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To  
RATNAKAR SECURITIES PRIVATE LIMITED.  
Registered Office : 304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Paldi, Ahmedabad - 380 006.  
Email :- [info@ratnakarsecurities.com](mailto:info@ratnakarsecurities.com)

### Declaration of Details of members of HUF for opening Demat & Trading Account

Kindly take the following declaration on your record

Name of the HUF				
PAN Number of the HUF				
Name of the Karta				
PAN number of Karta				
<b>Details of members of the HUF</b>				
Sr. No	Name of the Member	Date of Birth	Relationship with KARTA	Signature (not required in case of minor)
1				
2				
3				
4				
5				

 4/30
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**Signature of KARTA with Stamp**



**Correspondence / Local Address Detail** (Please refer instruction E at the end)

**Same as current / Permanent / Overseas address details**

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ City / Town / Village\* \_\_\_\_\_

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

**1.4. CONTACT DETAILS (All communications will be sent to Mobile number/ Email-ID provided" may be used) (Please refer instruction D at the end)**

Tel. (Off) \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_

Mobile \_\_\_\_\_ - \_\_\_\_\_ Email ID \_\_\_\_\_

**2. APPLICANT DECLARATION**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I and/we are aware that I/we may be held liable for it. I/we hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/Email address. I am / We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other intermediaries with whom I have a business relationship for KYC purposes only.
- I hereby consent to receiving information from Central KYC Registry & KRA through SMS / Email on the above registered number / email address.

  
**5/30**

Date :

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

Signature / Thumb Impression of Applicant

**3. ATTESTATION / FOR OFFICE USE ONLY**

- Documents Received  Certified Copies  E-KYC data received from UIDAI  Data received from offline verification
- Digital KYC process  Equivalent e-document  IPV Done

**KYC VERIFICATION CARRIED OUT BY**

Date

Emp. Name : \_\_\_\_\_

Emp. Code : \_\_\_\_\_

Emp. Designation : \_\_\_\_\_

Emp. Branch : \_\_\_\_\_

[Employee Signature]

**INSTITUTION DETAILS**

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

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

(Institution Stamp)



**Correspondence / Local Address Detail** (Please refer instruction E at the end)

**Same as current / Permanent / Overseas address details**

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_ City / Town / Village\* \_\_\_\_\_

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

**1.4. CONTACT DETAILS (All communications will be sent to Mobile number/ Email-ID provided" may be used) (Please refer instruction D at the end)**

Tel. (Off) \_\_\_\_\_ - \_\_\_\_\_ FAX \_\_\_\_\_ - \_\_\_\_\_

Mobile \_\_\_\_\_ - \_\_\_\_\_ Email ID \_\_\_\_\_

**2. APPLICANT DECLARATION**

- I/We hereby declare that the KYC details furnished by me are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I and/we are aware that I/we may be held liable for it. I/we hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/Email address. I am / We are also aware that for Aadhaar OVD based KYC, my KYC request shall be validated against Aadhaar details. I/We hereby consent to sharing my/our masked Aadhaar card with readable QR code or my Aadhaar XML/Digilocker XML file, along with passcode and as applicable, with KRA and other intermediaries with whom I have a business relationship for KYC purposes only.
- I hereby consent to receiving information from Central KYC Registry & KRA through SMS / Email on the above registered number / email address.



Date :

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

Signature / Thumb Impression of Applicant

**3. ATTESTATION / FOR OFFICE USE ONLY**

- Documents Received  Certified Copies  E-KYC data received from UIDAI  Data received from offline verification
- Digital KYC process  Equivalent e-document  IPV Done

**KYC VERIFICATION CARRIED OUT BY**

Date

Emp. Name : \_\_\_\_\_

Emp. Code : \_\_\_\_\_

Emp. Designation : \_\_\_\_\_

Emp. Branch : \_\_\_\_\_

[Employee Signature]

**INSTITUTION DETAILS**

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

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

(Institution Stamp)

**OTHER DETAILS**

For non individuals

A. BANK DETAILS													
1	Bank account type	<input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Others (Please Specify) _____											
2	Bank Account Number												
3	UPI ID												
4	Bank Name												
5	Branch Address												
		City/Town/Village						Pin Code					
		State						Country					
6	MICR code												
7	IFSC												

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

Depository Participant Name													
Depository Name													
Beneficiary Name													
DP ID													
Beneficiary ID (BO ID)													
Demat Debit and Pledge Instruction (DDPI)		Yes : _____ No : _____											

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

Exchanges	NSE ,BSE		
	Cash/Mutual Fund	F&O	SLB
All Segments	<input checked="" type="checkbox"/> 6/30	<input checked="" type="checkbox"/> 7/30	<input checked="" type="checkbox"/> 8/30
If you do not wish to trade in any of segments / Mutual Fund, please Confirm			

If you do not wish to trade in any of segments / Mutual Fund, please mention here

\_\_\_\_\_.

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

<b>D. DEALINGS THROUGH OTHER STOCK BROKERS</b>		
Whether dealing with any other stock broker (if case dealing with multiple stock brokers provide details of all)	Name of Stock Broker	
	Client Code	
	Exchange	
	Details of disputes/dues pending from/ to such stock broker	

<b>E. ADDITIONAL DETAILS</b>	
Whether you wish to receive (please specify)	Physical contract note/ Electronic Contract Note (ECN)
Specify your Email id, if applicable (in capital letters)	
I wish to receive the KYC documents (RDD, Rights & obligations-trading and demat & Do's & Don'ts)	Physicalal _____ in Soft _____
Whether you wish to avail of the facility of internet trading/ wireless technology (please specify)	
Number of years of Investment/Trading Experience	
In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others (if already not provided in the KYC form)	
Any other information:	
Purpose and intended nature of the business relationship (under PMLA)	__Investment __Trading __ Speculation __ Others (please specify)
Settlement of Client Account (Tick Whichever is applicable)	___ Once in Month ___ Once in Quarter

**FOR NON RESIDENTS ONLY :**

For non residents non automatic approval cases, RBI Permission details for investment under the Portfolio Investment Scheme (PIS) / other approvals	
FEMA Declaration - I/We declare that I/we have complied with and will continue to comply with FEMA regulations and other applicable laws	<b>X</b>

<b>F. INTRODUCER DETAILS (optional)</b>	
Name of the Introducer	
Status of the Introducer	Sub-broker/ Remisier/ Authorized Person Existing Client (Please mention UCC _____) Others(please specify)
Address and phone no. of the Introducer	
Signature of the Introducer	<b>X</b>

**A. DETAILS OF PERSONS AUTHORISED TO DEAL IN SECURITIES ON BEHALF OF COMPANY / FIRM / OTHERS**

(OTHER THAN Promoters/Partners/Karta/Trustees and Whole Time Directors whose details already given in KYC form)

Name Designation	PAN Number / DIN Number / UID (Self attested copy of PAN card is mandatory)	Residential Address	Please tick (if politically Exposed Person (PEP)/ Related to a Politically Exposed Person (PEP))

**DECLARATION**

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

For, \_\_\_\_\_

 9/30

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

Name of Authorised Signatory:

Designation of Authorised Signatory:

Place

Date

**FOR OFFICE USE ONLY**

UCC Code allotted to the Client: \_\_\_\_\_

\* In case the original of any document is not produced for verification, then the copies should be properly attested

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

For **Ratnakar Securities Private Limited**

**X**

Name of Authorised Signatory

Sign of Authorised Signatory with Seal/Stamp

Date:

**FORM 11**  
**PART II - ACCOUNT OPENING FORM**

(FOR NON-INDIVIDUALS)

<b>RATNAKAR SECURITIES PVT. LTD. (DP ID IN300652)</b> <b>Registered Off. :</b> 304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Ellisbridge, Ahmedabad - 380 006. Tel : +91-79-4900 5200 info@ratnakarsecurities.com; www.ratnakarsecurities.com	<b>Trading Code :</b> (To be filled by participant) <table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width:12.5%;"></td> </tr> </table>								

We request you to open a depository account in our name as per the following details: (Please fill all the details in CAPITAL LETTERS only) Date 

--	--	--	--	--	--	--	--

<b>A)</b>	<b>Details of Account Holder (s) :</b>									
		Name	PAN							
	Sole/ First Holder									
	Second Holder									
	Third Holder									

<b>B)</b>	<b>Type of Account</b>									
	<input type="checkbox"/> Body Corporate	<input type="checkbox"/> FI	<input type="checkbox"/> FII							
	<input type="checkbox"/> Qualified Foreign Investor	<input type="checkbox"/> Mutual Fund	<input type="checkbox"/> Trust							
	<input type="checkbox"/> Bank	<input type="checkbox"/> CM	<input type="checkbox"/> HUF							
										<input type="checkbox"/> Other (Please specify)

<b>C)</b>	For Partnership Firm, Unregistered Trust, Association of Persons (AOP) etc., although the account is opened in the name of the partner(s), trustee(es) etc., the name of PAN of the partnership firm, Unregistered Trust, Association of Persons (AOP) etc., should be mentioned below :									
	a) Name		b) PAN							

<b>D)</b>	<b>Income Details (please specify)</b>																	
	Income Range per annum									Networth								
	<input type="checkbox"/> Below ₹ 20 Lac	and								Amount (₹) _____								
	<input type="checkbox"/> ₹ 20 - 50 Lac									As on (date) <table border="1" style="display: inline-table; width: 100px; height: 20px; border-collapse: collapse;"><tr><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td><td style="width:12.5%;"></td></tr></table>								
	<input type="checkbox"/> ₹ 50 Lac 1 Crore									(Networth should not be older than 1 year)								
	<input type="checkbox"/> Above ₹ 1 Crore																	

<b>E)</b>	<b>In case of FIIs/Others (as may be applicable)</b>									
	RBI Approval Reference Number									
	RBI Approval date									
	SEBI Registration Number (for FIIs)									

<b>F)</b>	<b>Bank Details (Demat / Trading)</b>									
	1	Bank Account type								
	2	Bank Account Number								
	3	UPI ID								
	4	Bank Name								
		Branch Address								
		City/Town/Village					PIN Code			
		State					Country			

	5	MICR Code												
	6	IFSC												
G)	Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors:													
	<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)													
H)	<b>Clearing Member Details</b> (to be filled up by Clearing Members only)													
	1	Name of Stock Exchange												
	2	Name of Clearing Corporation/Clearing House												
	3	Clearing Member ID												
	4	SEBI Registration Number												
	5	Trade Name												
	6	CM-BP-ID (to be filled up by Participant)												
I)	<b>Standing Instructions</b>													
	1	We authorise you to receive credits automatically into our account.												
	2	Account to be operated through Power of Attorney (PoA)												
	3	<b>SMS Alert Facility</b>												
		<b>Sr. No.</b>	<b>Holder</b>	<b>Yes</b>		<b>No</b>								
		1	Sole/First Holder	<input type="checkbox"/>	<input type="checkbox"/>									
		2	Second Holder	<input type="checkbox"/>	<input type="checkbox"/>									
		3	Third Holder	<input type="checkbox"/>	<input type="checkbox"/>									
	4	Mode of receiving Statement of Account (Tick any one)		<input type="checkbox"/> Physical Form <input type="checkbox"/> Electronic Form [Read Note 3 and ensure that email ID is provided in KYC Application Form]										
J)	<b>List of family members (Separate Annexure may be used in case number of members is higher)</b>													
	<b>Sr. No.</b>	<b>Name of Coparcener / Member</b>	<b>Gender</b>	<b>Date of Birth</b>	<b>Relation with Karta</b>	<b>Whether (Coparcener/ Member (please specify))</b>								
<b>Declaration</b>														
The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by us and we have understood the same and we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. I/We acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant."														

**Authorised Signatories** (Enclose a Board Resolution for Authorised Signatories (In case of HUF details of Karta to be given))

Sole / First Holder	Name	Signature(s)
First Signatory / Karta of HUF		 10/30
Second Holder / Signatory		
Third Holder / Signatory		

Mode of Operation for Sole/First Holder (In case of joint holdings, all the holders must sign. In case of HUF this is not applicable)	
<input type="checkbox"/> Any one singly	
<input type="checkbox"/> Jointly by	
<input type="checkbox"/> As per resolution	
<input type="checkbox"/> Others (Please specify)	

**Notes :**

- In case of additional signatures, separate annexures should be attached to the application form.
- Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.
- For receiving Statement of Account in electronic Form :
  - Client must ensure the confidentiality of the password of the email account.
  - Client must promptly inform the Participant if the email address has changed.
  - Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate facility by giving 10 days prior notice.
- Strike off whichever is not applicable.

To, Ratnakar Securities Pvt. Ltd., Ahmedabad.				Date : _____	
<b>Sub.: Declaration to use common mobile number and / email id in family accounts</b>					
DP ID	IN 300652	Client ID		Trading Code	
I hereby declare that the aforesaid mobile number or E-mail ID belongs to					
<b>Details First / Sole Holder</b>					
Name of Account Holder					
	___ Me or ___ My Family, (spouse, dependent children and dependent parents).				
Mobile No.					
Email ID					
	I wish to receive e- statement ___ Yes ___ No				
Specimen Signature	 11/30				

## Client Undertaking

To,  
**Ratnakar Securities Pvt. Ltd.**  
**Registered Office** : 304, Sankalp Square II, Nr. Jalaram Mandir Crossing,  
Ellisbridge, Ahmedabad - 380 006. Tel : +91-79-49005200

Dear Sir,

### **Ref. : Client Undertaking for Prevention of Money Laundering**

This is with regards to my/our Trading Code / Demat ID \_\_\_\_\_  
with Ratnakar Securities (P) Ltd. I/we hereby confirm that transactions related to sale, purchase and /or dealing  
in securities (capital markets, cash and / or derivative and / or Currency segments) executed by me/us are for  
the purpose of investment of my/our own money and / or for the purpose of dealing in capital markets for my/our  
own interest.

I/We undertake that :

I/We am / are \_\_\_\_\_ (Resident of India / NRI / Others) and was/were  
never convicted for any activity subject to Indian Penal Code and / or any other such activity which is prohibited  
by the laws of the Land.

I/We am/are not a party to any agreement or arrangement, directly or indirectly, to facilitate settlement of  
my/our transactions with Ratnakar Securities Pvt. Ltd., where Ratnakar Securities Pvt. Ltd. is a party of such  
agreement or arrangement.

I/We confirm that funds and/or securities used by me/us for settlement of transaction are assets earned by  
me/us through legal means in my/our own capacity and are not assets qualified under Prevention of Money  
Laundering Act, 2002 (PMLA.)

Yours faithfully

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

 <b>12/30</b> <small>Client Signature</small>
--

## Verbal Order Acceptance Authorisation

To,  
**Ratnakar Securities Pvt. Ltd.**  
**Registered Office** : 304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Ellisbridge, Ahmedabad - 380 006. Tel : +91-79-49005200

Dear Sir,

I/We have been / shall be dealing through you as my / our broker on the capital market, Mutual Fund and / or Futures &  
Options Segments / Currency Derivatives Segments. As my / our broker i.e. agent I / We direct and authorize you to  
carry out trading / dealings on my / our behalf as per instructions given below.

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

However as I / we shall be dealing by ordering over phone and even if we visit the branch, the fluctuations in market are  
so rapid that it is not practical to given written instructions for order placement / modification and cancellation, I / We  
hereby authorize you to accept my / my authorized representative's verbal instructions for order placement /  
modification and cancellation in person or over phone (fixed line or mobile phone) and execute the same. Detail of  
my/our authorized representative.

Name : \_\_\_\_\_ PAN (Attach signed photo copy of PAN.) \_\_\_\_\_

I/We understand the risk associated with verbal orders and accept the same, and agree that I / we shall not be entitled  
to disown orders and consequent trades (if any) by shifting the burden or proof by asking you to prove the placement of  
orders through telephone recording or otherwise.

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

Thank you,  
Yours faithfully,

 <b>13/30</b> <small>Client Signature</small>
--

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intentionally**

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

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

### **CLIENT INFORMATION**

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

### **MARGINS**

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

### **TRANSACTIONS AND SETTLEMENTS**

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.
14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.
15. The stock broker shall ensure that the money/securities deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the stock broker for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, Regulations, circulars, notices, guidelines of SEBI and/or Rules, Regulations, Bye-laws, circulars and notices of Exchange.

16. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, stock broker shall be entitled to cancel the respective contract(s) with client(s).
17. The transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Regulations of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of the Exchanges and the circulars/notices issued thereunder.

#### **BROKERAGE**

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

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

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

#### **DISPUTE RESOLUTION**

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

#### **TERMINATION OF RELATIONSHIP**

27. This relationship between the stock broker and the client shall be terminated; if the stock broker for any reason ceases to be a member of the stock exchange including cessation of membership by reason of the stock broker's default, death, resignation or expulsion or if the certificate is cancelled by the Board.
28. The stock broker, sub-broker and the client shall be entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.

29. In the event of demise/insolvency of the sub-broker or the cancellation of his/its registration with the Board or/withdrawal of recognition of the sub-broker by the stock exchange and/or termination of the agreement with the sub broker by the stock broker, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the 'Rights and Obligations' document(s) governing the stock broker, sub-broker and client shall continue to be in force as it is, unless the client intimates to the stock broker his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

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

30. The stock broker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stock broker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.
33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stock broker shall send a complete `Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stock broker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.

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

37. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
38. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
39. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.
40. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/stock exchanges.

41. The stock broker shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
42. In addition to the e-mail communication of the ECNs to the client, the stock broker shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.

## **LAW AND JURISDICTION**

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

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

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

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whatsoever through the Stock broker's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the stock broker
6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker's IBT System, discovers/suspects discrepancies/ unauthorized access through his username/password/account with full details of such unauthorized use, the date, the manner and the transactions effected pursuant to such unauthorized use, etc.
7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/securities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.
8. The stock broker shall send the order/trade confirmation through email to the client at his request. The client is aware that the order/ trade confirmation is also provided on the web portal. In case client is trading using wireless technology, the stock broker shall send the order/trade confirmation on the device of the client.
9. The client is aware that trading over the internet involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, etc. are susceptible to interruptions and dislocations. The Stock broker and the Exchange do not make any representation or warranty that the Stock broker's IBT Service will be available to the Client at all times without any interruption.
10. The Client shall not have any claim against the Exchange or the Stock broker on account of any suspension, interruption, non-availability or malfunctioning of the Stock broker's IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Stock brokers/Exchange end for any reason beyond the control of the stock broker/Exchanges.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **1.6 Risk of Rumors:**

Rumors about companies / currencies at times float in the market through word of mouth, newspapers, websites or news agencies, etc. The investors should be wary of and should desist from acting on rumors.

### **1.7 System Risk:**

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

- 1.7.1 During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in order execution and its confirmations.
- 1.7.2 Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a security / derivatives contract due to any action on account of unusual trading activity or security / derivatives contract hitting circuit filters or for any other reason.

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

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

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

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

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

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

- A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.
- B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.
- C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.
- D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

### **2.2 Currency specific risks:**

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

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

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

2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

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

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.
3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

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

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/ smart order routing or any other technology will be kept on our website [www.ratnakarsecurities.com](http://www.ratnakarsecurities.com)

### **4. GENERAL**

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

## **GUIDANCE NOTE**

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

#### **BEFORE YOU BEGIN TO TRADE**

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

#### **TRANSACTIONS AND SETTLEMENTS**

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

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

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

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

#### **DISPUTES/ COMPLAINTS**

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

## **POLICIES AND PROCEDURES FOR CLIENT DEALINGS – ALL EXCHANGES – MANDATORY**

(As required by SEBI Circular MIRSD / SE / Cir-19/2009 dated December, 2009)  
(As per the SEBI Circular Na Cir / Ho / Mirsd / Dop / Cir / P / 2019 / 75 dated June 20, 2019)  
Version 2019.001

### **Policy A. Refusal of orders for penny / illiquid stocks**

Ratnakar Securities Private Limited (RSPL) does not place any restriction on trading of any listed security on any of the exchanges unless its restricted by Exchange(s) / SEBI. Sale of all securities held in the demat account of the clients is allowed

### **Policy B. Setting up client's exposure limit**

RSPL sets the exposure allowed to the client based on the combination of the following factors:

1. The funds and securities of the client lying with RSPL in the form of margins/ balances in the bank and demat accounts of the of the client for which Power of Attorney has been given to RSPL
2. Past track record of the client in their dealings
3. Net worth/ goodwill of the clients
4. Recommendations of the Branch Manager/Authorized Person

The decision of the Director on the matter is final

### **Policy C. Applicable brokerage rate (all securities/ all segments/ all exchanges)**

Based on the track record of the clients, past and future volume expectations and the recommendations of the Branch Manager/Authorized Person, the brokerage of the client is fixed on case to case basis and tariff sheet made and however it should not exceeds the official scales permitted by Exchanges.

### **Policy D. Imposition of penalty/delayed payment charges by either party, specifying the rate and the period not resulting in funding by the broker in contravention of the applicable laws**

In situations where the client funds are not made available to RSPL on the settlement day or the day on which the funds are due, Penalty / Delay Payment Charges of 18% may be charged to the clients (subject to it charging being in a manner not in contravention to applicable laws). Where the funds of the clients are converted into interest bearing forms like FDRs, the interest earned on such FDRs shall be credited to the clients

All penalty/ fees/ fines / charges levied by any Exchange/ Clearing House/ Clearing Corporation/ SEBI/ any regulator on RSPL due to the acts/ actions/ orders/ trades of the clients will be recovered from the clients

### **Policy E. The right to sell clients' securities or close clients' positions, without giving notice to the client, on account of non-payment of client's dues (Limited to the extent of settlement/margin obligation)**

In case the client fails to meet his margin/ settlement obligations on same being due, the member shall have the right to sell clients' securities or close clients' positions in a manner as permitted in the rules/ regulations/ bye laws/ circulars of the concerned exchanges

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

In case of internal shortage positions, the same shall be sent for self auction facility where available. In case where the self auction facility is not available, the positions would be closed out rates which available in file provide by exchange or 20% above the closing price.



15/30

**Policy 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**

The risk management policy of RSPL is put on the website of the client. Based on the said policy, the member may not allow the client to take further position in the market. Further, the existing position of the client may be closed and the securities of the client lying with the trading member may be sold when:

1. The client fails to meet his commitment for deposit of funds/ securities (including cases of cheque return)
2. Where the client is unable to provide funds/ securities in a manner that can be transferred to the exchange immediately for pay-in/ margin obligations
3. When the trading member has reasonable grounds to believe that the client is involved in illegal/ unethical/ undesirable activities
4. In case of high market volatility where the current margins of the clients with the Trading Member does not cover the value at risk of the client

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

At the written/ verifiable verbal request of the client, the trading account of the client would be put in the suspended mode. The said account would remain in suspended mode till such time the client requests for the reactivation of account

**Policy I. Deregistering a client**

A client will be deregistered on the following situations:

1. Where the client has defaulted at the trading member
2. When the clients request for the same

This policy has been adopted by Ratnakar Securities Private Limited as on July 31, 2013 and may have been revised over time. Latest version of the policy would be available on [www.ratnakarsecurities.com](http://www.ratnakarsecurities.com)

**Policy J. Dormant / In-active account:**

In any account, in which no transaction has taken place during the period of 24 months from the date of last transaction, the same shall be considered as Dormant/In-active. Such transaction date may relate to any of the following date, whichever is later.

- (a) Entry related to contract or bill generation for buy/sell transaction or
- (b) Entry related to payment of funds to securities by clients or
- (c) Entry passed by the broker by way of JV due to any penalty amount whether or not imposed by Exchange or SEBI or other authorities etc.

To designate the client's account as Dormant/In-active account, the period of 24 months shall be counted from the last day of respective month in which any of the aforesaid last transaction took place. The funds or securities lying in dormant / inactive account with the broker shall be refunded / returned immediately on demand by the clients. In order to reactive the account, client needs to instruct the Broker in writing at least 2 days in advance at Ahmedabad Office. The Broker will try to promptly reactivate the said account subject to fulfillment of such conditions as broker may consider fit and proper. However, broker may, in its own discretion to waive/reduce the period of 2 days as the circumstances may warrant on case to case basis.

**Policy K. Sell of Securities or closing open position :**

"As per the SEBI circular no. CIR/HO/MIRSD/DOP/CIR/P/2019/75 dated 20.06.2019 on Handling of Client's Securities, Ratnakar Securities Pvt. Ltd. (Now known as "RSPL") shall transfer the securities purchased by the client to client's demat account within 1 working day of the pay out if clear payment is received from the client and if the client fails to make the payment in full then RSPL shall transfer the securities to the "client unpaid securities account (CUSA)". The securities kept in the CUSA shall either be transferred to the deamt account of the client upon fulfillment of its funds pay-in obligation or in case of the payment is not received by the client it shall be disposed off in the market by RSPL within 5 trading days after the date of pay out without any notice to the client to the extent of debit balance of the client and/or as per Ratnakar Securities Private Limited's Risk Management policy and balance securities shall be transferred to the respective client's demat account."



**Policy for voluntary freezing/blocking online access of the trading account**

As per SEBI circular no SEBI/HO/MIRSD/POD-1/P/CIR/2024/4 dated January 12, 2024 and Exchange Circular no.: NSE/INSP/61529/20240408-12 on the subject "Ease of Doing investment by investor – Facility of voluntary freezing / blocking of trading accounts by clients". Ratnakar Securities Pvt Ltd has framed policy for freezing/blocking online access of trading accounts and procedure of re-enablement of the trading account which is available on designated website of Ratnakar securities Pvt ltd and cancellation of pending order / liquidation of open position based on risk management policy of Ratnakar Securities Pvt Ltd.

 17/30
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**Option to receive Annual Reports, AGM notice and other communication from issuer & RTA in physical form**

<b>CLIENT ID</b>																		<b>Date</b>	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>Sole / First Holder Name</b>																										
<b>Second Holder Name</b>																										
<b>Third Holder Name</b>																										

**(Please tick any one)**

- I / We hereby inform you that I/we wish to receive financial statements (i.e. annual reports), AGM notice and other communications from Issuer & RTA in physical form
- I / We hereby inform you that I/we had earlier opted to receive the financial statements (i.e. annual reports), AGM notice and other communications from Issuer & RTA in physical form and now intend to remove the said option so that I/we can receive the same in electronic form.

1<sup>st</sup>  18/30 \_\_\_\_\_

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intentionally**

## **Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**

### **General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

### **Beneficial Owner information**

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.
4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the demat account or furnished to the DP from time to time.

### **Fees/Charges/Tariff**

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the Tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "*no charges are payable for opening of demat accounts*".
6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.
7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

### **Dematerialization**

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

### **Separate Accounts**

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

### **Transfer of Securities**

11. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.

### **Statement of account**

13. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.
14. However, if the balance has become Nil during the year, the DP shall send one holding statement annually to such BOs through email and shall resume sending the transaction statement as and when there is a transaction in the account. In case of accounts with credit balance but no transactions during the year, half yearly statement of holding for the year shall be sent to the BO through email.
15. The DP shall provide the services of issuing the statement of demat accounts in an electronic mode. The DP will furnish to the BO the statement of demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However, if the DP does not have the facility of providing the statement of demat account in the electronic mode, then the DP shall be obliged to forward the statement of demat accounts in physical form.
16. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

### **Manner of Closure of Demat account**

17. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.
18. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

19. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
20. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

### **Liability of the Depository**

21. As per Section 16 of Depositories Act, 1996,
  1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
  2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

### **Freezing/ Defreezing of accounts**

22. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
23. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

### **Redressal of Investor grievance**

24. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

### **Authorized representative**

25. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

### **Law and Jurisdiction**

26. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.
27. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.
28. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
29. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and/or SEBI
30. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.
31. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

## RATNAKAR SECURITIES PVT LTD: DP ID No. IN300652

Regd. Off.: 304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Ellisbridge, Ahmedabad – 380 006. Ph. :079 – 4900 5200

Sr. No.	Particular	Scheme A (Charges of Ratnakar Securities Pvt Ltd)	Charges of NSDL
01	Demat Charges	Rs. 60/- up to 2 certificate and 30 Rs. Per certificate (minimum Rs. 60/- up to 2 certificate + GST – including courier charges)	Nil
02	Remat Charges	Rs. 100 – per certificate (Inclusive of NSDL Charges)	a) Rs 10/- for every hundred securities or part thereof subject to maximum fee of Rs. 5,00,000/- ; or b) a flat fee of Rs. 10/- per certificate, whichever is higher.
03	Off-Market	0.03 % (minimum Rs. 56/-) (exclusive NSDL Charges)	Rs. 4 per instruction
04	Market for Sell	0.01% (Minimum Rs. 56/-) (exclusive NSDL Charges)	Rs. 4 per instruction
05	Pledge /hypothecation (a) Creation (b) Closure (c) Invocation	Rs. 100/- Per Instruction + GST Rs. 100/- Per Instruction + GST Rs. 100/- Per Instruction + GST	Rs. 25 (Including) Rs. 25 (Including) Rs. 25 (Including)
06	Margin Pledge Creation	Rs. 12/- Per instruction + GST	Rs. 5 (Including)
07	Margin Pledge Closure	Rs. 12/- Per instruction + GST	Rs. 5 (Including)
08	Advance Deposit	Rs. 2000 (Refundable)	Nil
09	Failed Instruction Charges	Rs. 50/- + GST per instruction	Nil
10	NDU	0.01 % of the value of securities upon creation of hold subject minimum of Rs. 25	0.01 % of the value of securities upon creation of hold subject minimum of Rs. 25
11	Account maintenance Charges	Rs. 450/- Per Annum + GST Rs. 1000/- Per Annum + GST (For NRI) Rs. 950/- Per Annum + GST (For corporate) (excluding)	Rs. 500/- Per Annum for Corporate
12	BSDA Charges (a) Scheme A  (b) Scheme B	Valuation upto 400000/-: No AMC  Valuation between 400001/- to 1000000/-: AMC Rs. 100 + GST	Nil

- **If your Demat account is not eligible for BSDA, it will be automatically converted to Scheme A.**

### Notes:

1. Any special services not mentioned above will be charged separately
2. Slip book charges Rs. 60/- from second issue
3. Slip book courier charges if send through courier Rs. 80/-
4. Freeze/Unfreeze charges Rs. 300/- (for a value up to Rs. 5 lakhs per calendar year)  
Rs. 500/- (for a value above Rs. 5 lakhs per calendar year)
5. Modification charges Rs. 50/- + GST
6. Rejection /failure of delivery instruction Rs. 50/- per entry will be charged.
7. In case of loss of DIS booklet by client, Rs. 100+ GST shall be charged for issue of new DIS booklet.
8. Cheque return charges Rs. 200/- Per instance/instrument.
9. We reserve the right to change the service charges within 30 days' prior notice.
10. All government & statutory levies shall be charges extra as applicable.
11. Delay payment charges will be charged @ 15 % + GST p.a. from 01/04/2019 on unpaid demat charge.
12. Schedule of charges(schedule-A) will be effected from 01/04/2025 from new accounts.

# RATNAKAR SECURITIES PRIVATE LIMITED

## Tariff Sheet for Stock Broking Operations

W.e.f January 1, 2017

<b>BROKERAGE</b>	<b>To be filled by Branch Manager/ Sub-brokers/ Authorized Person</b>
<b>Cash Market</b>	Delivery Brokerage (min, %age) -  Non Delivery Brokerage (min, %age) -
<b>Equity Derivatives Market</b>	Futures -  Options -
<b>Security Lending and Borrowing</b>	SLB <sup>#</sup> -

Minimum Rs. 30/- per contract (subject to 2.5% cap)

NOTE : STAMP DUTY, SECURITY TRANSACTION TAX, GOODS & SERVICE TAX, TRANSACTION CHARGES, DEMAT CHARGES, CLEARING CHARGES AND OTHER CHARGES AS PERMITTED BY LAW

### Other Charges

Ratnakar reserves the right to levy additional charges including but not limited to the following :

<b>Particulars</b>	<b>Amount</b>
1. Duplicate Cointract Notes (CN) issued	₹ 10/- per CN*
2. Duplicate Ledger	₹ 25/- for 1 month period* ₹ 50/- for 2 month period* ₹ 100/- for 3 month and above*
3. Bounced Cheque/Stop Payment of cheque	₹ 200/- per instance/instrument*
4. Modification Charges	₹ 50/-

\* These charges are subject to revision at the sole discretion of Ratnakar Securities Pvt. Ltd. and shall be informed by Ordinary post/email/quarterly account statements/SMS/notification on the Back office interface.

# Service fees @ 10% + GST of lending fees shall be levied in security lending and borrowing scheme [SLB] segment

 21/30  Client Signature
--

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_

Place :

## Demat Debit and Pledge Instruction

This Demat Debit Pledge Instruction (DDPI) is executed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

To all to whom these presents shall come, I/We \_\_\_\_\_ (1st Holder/Name of the beneficial owner), \_\_\_\_\_ (2nd Holder), \_\_\_\_\_ (3rd Holder), Residing at/ having its registered office at \_\_\_\_\_

send greetings.

Whereas I/We hold a beneficiary account no. \_\_\_\_\_ - (Bo-ID) with National Securities Depository Limited (NSDL) through Depository Participant **Ratnakar Securities Pvt. Ltd.** bearing **DP-ID IN300652** having its registered office at **304, Sankalp Square II, Near Jalaram Mandir Crossing, Ellis Bridge, Ahmedabad** and am/are investor(s) engaged in subscribing to and buying/selling of shares, securities and other financial products and services through **Ratnakar Securities Pvt. Ltd.** who are stock brokers/ trading members of Stock Exchanges and are registered with the Securities and Exchange Board of India.

And whereas I/We am/are desirous of executing Demat Debit Pledge Instruction (DDPI) in favour of **Ratnakar Securities Pvt. Ltd.** to access our Beneficial Owner Account \_\_\_\_\_ for the following:

Sr. No.	Purpose	Signature of Client (Sign separately for each clause)		
		1 <sup>st</sup> Holder/ Sign of authorised signatory for non-individual.	2 <sup>nd</sup> Holder	3 <sup>rd</sup> Holder
1.	Transfer of securities held in the beneficial owner accounts of the client towards Stock Exchange related deliveries / settlement obligations arising out of trades executed by clients on the Stock Exchange through the same stock broker.	 22/30		
Limited purpose of pay-in obligations for settlement of trades, Mutual Fund, Tendering Offer and pledge margin.				
2.	Pledging / re-pledging of securities in favour of trading member (TM) / clearing member (CM) for the purpose of meeting margin requirements of the clients in connection with the trades executed by the clients on the Stock Exchange.	 23/30		
3.	Mutual Fund transactions being executed on Stock Exchange order entry platforms	 24/30		
4.	Tendering shares in open offers through Stock Exchange platforms	 25/30		

\* the same may be eSigned or signed physically

The above authority to transfer/pledge is restricted to the following accounts as listed in the Schedule. The list of accounts may be updated/ amended by proper communication.

**SCHEDULE: Extract of the list of accounts:**

SR NO.	ACCOUNT NUMBER	ACCOUNT NAME
1.	IN30065210000012	NSE NSDL POOL A/C
2.	IN30065210250861	BSE CDSL POOL A/C
3.	IN30065210412935	Client Unpaid Securities Pledgee Account
4.	IN30065210360745	NSDL Client Securities Margin Pledge
5.	IN30065210360753	NSDL Client Securities Margin Pledge
6.	1201040000000558	NSE CDSL POOL A/C
7.	1201040000013599	NSE CDSL POOL A/C
8.	1201040000013605	BSE CDSL POOL A/C
9.	1201040000038134	NSE CDSL POOL A/C
10.	1201040000052193	NSE SLB CDSL POOL A/C
11.	IN30065210411991	NSE FO POOL A/C
12.	IN30065210450265	NSE NSDL - TM - Client Securities under Margin funding Account

And whereas I/ We further agree that I/We have been informed that DDPI is a voluntary document and I/We can revoke/cancel the DDPI facility anytime in future. However, such revocation shall not be applicable for any outstanding settlement obligation arising out of trades carried out prior to receiving request for revocation. The request of revocation is to be sent in a manner as prescribed by Exchanges/SEBI from time to time.

**Note: In case of HUF all co-parceners must sign this document.**

Sr No.	Name	Relationship	Signature
1			
2			
3			
4			

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

**We Accept,**

**For, Ratnakar Securities Pvt. Ltd.**

**Authorized Signatory**

## ALL EXCHANGES RUNNING ACCOUNT AUTHORISATION - VOLUNTARY

To,  
 RATNAKAR SECURITIES PVT LTD  
 E-Mail: info@ratnakarsecurities.com  
 www.ratnakarsecurities.com

Dear Sir,  
 Ref: Trading Code:

**Sub: Maintenance of my Funds on running account basis & preference for actual settlement.**

I/We hereby authorise you to maintain my/our account on running account basis and to retain credit balances in my account till

- further instruction (Written or verbal) from my side or
  - instruction for settlement interval given by me (monthly/quarterly as the case may be)
- whichever is earlier.

I/We understand that this authority for maintenance of funds on running account basis may be revoked by me/us at any time giving instruction in writing and shall remain in force until revoked by me in writing. I/We hereby authorize the trading member to make actual settlement of funds in respect of my/our trading account at least once in a:

Quarter  (90 days)                       Month (30 days)

I/We hereby authorise the trading member to retain such amount as may be prescribe by SEBI / Exchanges from time to time while making actual settlement of funds. The settlement of running account of funds shall be done by the TM after considering the End of the day (EOD) obligation of funds as on the date of settlement across all the Exchanges on first Friday of the succeeding Quarter/ Month. If first Friday is a trading holiday, then such settlement shall happen on the previous trading day.

I/ We are aware that if we have credit balance and we have not done any transaction in the 30 calendar days since the last transaction, the credit balance shall be returned to me/ us by trading member, within next three working days irrespective of the date when the running account was previously settled. However, if I/we have an open position in the derivatives segment, then the date of contract expiry or the date on which position is closed may be treated as last transaction date, for the purpose of computing 30 calendar days for returning such credit balance.

I/We understand that we shall be sent the retention statement along with the statement of running accounts as per the existing provisions within 5 working days and in case there is any dispute in the statement of account or settlement so made, I /We shall intimate the same to TM within 30 working days from the date of the statement. I/We are aware that once the TM settles the running account of funds, an intimation shall be sent to me/us by SMS on registered mobile number and also by email.

Thanking You,

Holder Name	1st Holder
	 26/30

## Most Important Terms and Conditions

1. Your trading account has a “Unique Client Code” (UCC), different from your demat account number. Do not allow anyone (including your own stock broker, their representatives and dealers) to trade in your trading account on their own without taking specific instruction from you for your trades. Do not share your internet/mobile trading login credentials with anyone else.
2. You are required to place collaterals as margins with the stock broker before you trade. The collateral can either be in the form of funds transfer into specified stock broker bank accounts or margin pledge of securities from your demat account. The bank accounts are listed on the stock broker website. Please do not transfer funds into any other account. The stock broker is not permitted to accept any cash from you.
3. The stock broker’s Risk Management Policy provides details about how the trading limits will be given to you, and the tariff sheet provides the charges that the stock broker will levy on you.
4. All securities purchased by you will be transferred to your demat account within one working day of the payout. In case of securities purchased but not fully paid by you, the transfer of the same may be subject to limited period pledge i.e. seven trading days after the pay-out (CUSPA pledge) created in favor of the stock broker. You can view your demat account balances directly at the website of the Depositories after creating a login.
5. The stock broker is obligated to deposit all funds received from you with any of the Clearing Corporations duly allocated in your name. The stock broker is further mandated to return excess funds as per applicable norms to you at the time of quarterly/ monthly settlement. You can view the amounts allocated to you directly at the website of the Clearing Corporation(s).
6. You will get a contract note from the stock broker within 24 hours of the trade.
7. You may give a one-time Demat Debit and Pledge Instruction (DDPI) authority to your stock broker for limited access to your demat account, including transferring securities, which are sold in your account for pay-in.
8. The stock broker is expected to know your financial status and monitor your accounts accordingly. Do share all financial information (e.g. income, networth, etc.) with the stock broker as and when requested for. Kindly also keep your email ID and mobile phone details with the stock broker always updated.
9. In case of disputes with the stock broker, you can raise a grievance on the dedicated investor grievance ID of the stock broker. You can also approach the stock exchanges and/or SEBI directly.
10. Any assured/guaranteed/fixed returns schemes or any other schemes of similar nature are prohibited by law. You will not have any protection/recourse from SEBI/stock exchanges for participation in such schemes.



27/30

Client Signature

**Declaration Form of Ultimate Beneficial Ownership [UBO] / Controlling Persons**  
*(Mandatory for Non-Individual Investors)*

I: Investor details:

Name of the Investor:														
PAN*														

\* If PAN is not available, specify Folio No. (s)

II: Category

- Our company is a Listed Company listed / Subsidiary or Controlled by a Listed Company [If this category is selected, no need to provide UBO details]  
 Unlisted Company    Partnership Firm / LLP    Unincorporated association / body of individuals    Public Charitable Trust    Private Trust  
 Religious Trust    Trust created by a Will    Other [please specify]

**UBO / Controlling Person(s) details**

S No.	Name of UBO	Country of Tax Residency	Taxpayer Identification Number / PAN / Equivalent ID Number	Identification Type	% of beneficial interest	CP/UBO Code# (Refer Instructions E)	Place & Country of Birth	Date of Birth [dd-mm-yyyy]§	Address, Address Type* & Contact details [include city, Pin Code, State, Country]	Gender \$ [Male, Female, others]	Father's Name\$	Nationality\$	Occupation [Service, Business, others]

# Mandatory fields

\* Address Type should either Residence or Business or Registered Office

§ Mandatory if PAN of UBO/Controlling persons is not provided

Note: If the given rows are not sufficient, required information in the given format can be enclosed as additional sheet(s) duly signed by Authorized Signatory

\*Note that some of the Mutual Funds may call for additional information/documentation wherever required or if the given information is not clear / incomplete / incorrect and you may have provide the same as and when solicited

**Declaration**

I/We acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may liable for it. I/We hereby authorize KRA to disclose, share, rely, remit in any form, mode or manner, all / any of the information provided by me, including all changes, updates to such information as and when provided by me to any of the Mutual Fund, its Sponsor, Asset Management Company, trustees, their employees / RTAs ('the Authorized Parties') or any Indian or foreign governmental or statutory or judicial authorities / agencies including but not limited to the Financial Intelligence Unit-India (FIU-IND), the tax / revenue authorities in India or outside India wherever it is legally required and other investigation agencies without any obligation of advising me/us of the same. Further, I/We authorize to share the given information to other SEBI Registered Intermediaries /or any regulated intermediaries registered with SEBI / RBI / IRDA / PFRDA to facilitate single submission / update & for other relevant purposes. I/We also undertake to keep you informed in writing about any changes / modification to the above information in future and also undertake to provide any other additional information as may be required at your / Fund's end or by domestic or overseas regulators/ tax authorities.

Signature with relevant seal:

 28/30 Authorized Signatory

 Authorized Signatory

 Authorized Signatory

## LETTER FOR OPERATIONS OF ACCOUNT ALL EXCHANGES – VOLUNTARY

These additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document. Any such clause introduced shall stand null and void if they dilute the responsibility of the stock broker or is in conflict with any of the clauses in the mandatory documents, Rules, Bye-laws, Regulations, Notices, Guidelines and Circulars issued by SEBI and the stock exchanges from time to time.

To,  
RATNAKAR SECURITIES PRIVATE LIMITED  
Email info@ratnakarsecurities.com  
www.ratnakarsecurities.com

Sir(s),

### **Re: Letter for operations of account**

For the smooth operations of my/our broking account, kindly note my/our following instructions:

- ❖ You are requested to kindly accept my/our verbal instructions to place, modify and cancel the orders and other dealings in our broking account.
- ❖ In the course of business, I/we may deal in various segments (cash, derivatives, currency, interest rate futures, mutual funds, securities lending borrowing, margin trading, etc) of various exchanges (BSE, NSE) that you are members of or any other Stock Exchange/segment membership that you may take in the future. I/We understand that you are required to keep separate ledgers/ accounts for the separate segments and separate Stock Exchanges. There will be many occasions when I/we shall be in credit in one segment/Stock Exchange and not in the other. In such cases, kindly do not refuse my orders placed in the segment/ Stock Exchange where I/we do not have sufficient credits and please utilize the credits lying in others segments/ Stock Exchanges account maintained with yourselves by passing journal entry, bank entry or any other manner or fashion you may deem fit. I/ we request you to kindly do not insist for specific instructions for the same from me/us and the same is not practical for me/us. I/We confirm that entries so made shall be binding on me/us in all circumstances
- ❖ The credits lying in my securities trading accounts with yourself may kindly be utilized against the dues for bills raised for my/our demat accounts maintained with yourselves
- ❖ I/We confirm and undertake that I/we will not deal as a sub-broker/ remisier/ authorized person unless with your prior approval. Under no circumstance will I/ we issue bills/ contracts/ confirmation notes to anyone else for trades done through you for which you have issued contracts in my/our name and thus deal as an unregistered intermediary. The trades done by me/ us under our code are for our own account and no other entity
- ❖ My/Our funds/securities lying with you whether for margins or any other purpose may be used by you at your discretion for placing with Exchanges/ Clearing Houses and Clearing Corporations for the purpose of availing facilities for my/our trades/ positions in a manner as permitted by the Exchanges/ SEBI. The above authorization is for my/own trades/ positions and not for any other client.
- ❖ I/We are aware and agree that as per the SEBI circular no. CIR/HO/MIRSD/DOP/CIR/P/2019/75 dated 20.06.2019 that Ratnakar Securities Pvt Ltd (Now known as "RSPL") shall transfer the securities bought by me/us received in pay-out, to my/our demat account within 1 working day if clear payment is received from the client and if I/We fail to make the payment in full then RSPL shall transfer the securities to the "client unpaid securities account (CUSA)". I/We further agree and confirm that, the securities kept in the CUSA shall either be transferred to my/our demat account upon fulfillment of my/our funds pay-in obligation or it shall be disposed of in the market by RSPL within 5 trading days after the date of pay out without any notice to the client to the extent of debit balance of the client and/or as per Ratnakar Securities Pvt Ltd.'s Risk Management policy and balance securities shall be transferred to the respective client's demat account.

Any profit/loss occurred on such sale transactions of unpaid securities, will be borne by me/us and transferred to/ adjusted in my/our ledger. If any such stock will remain in CUSA due to my/our default, RSPL may charge a fine/penalty as levied by the exchange/depositories to me and I/We shall not object the same.

- ❖ I/We have noted that you trade in your OWN/ PRO account
- ❖ I/We have also noted your website www.ratnakarsecurities.com and the same contains, inter alia
  - a. Policy for dealings with clients
  - b. Policy for dormant accounts
  - c. Risk Management Policy
  - d. Other policies and procedures of your organization relevant to us
  - e. Literature on AML requirements
  - f. Settlement Schedules
  - g. Links to websites of SEBI and Stock Exchanges of which you are a member
  - h. Name and address of Clearing Member of various segments
  - i. Your password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
  - j. Other information that a trading member is required to furnish to his clients
- ❖ We are aware and have noted that that your IBT system itself generates the initial password

\_\_\_\_\_ (any other point)

 <b>29/30</b>	Client Signature
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**(Signature of the Applicant)**

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Place :

Note: The authorization shall be signed by the client only and not by any authorized person on his behalf or any holder of the Power of Attorney

**Confirmation of Receipt of copy of KYC documents for trading account and demat account**

To  
 The Director  
 M/s. Ratnakar Securities Pvt. Ltd  
 Ahmedabad – 380006

Date : \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Ref : Confirmation of receipt of KYC documents for trading account and demat account.**

With reference to above, I / We have my / our Trading Account No.: \_\_\_\_\_ And Demat A/c No. IN300652 \_\_\_\_\_ allotted to me / us and I Confirm :

1. I / We have received a photocopy of the duly completed documents viz. Client Registration Form (KYC), Right and Obligations, Risk Disclosure Document, POA and also a Copy of any other document executed by me / us as your client.
2. Further, the trading code / client ID and the unique client code allotted to me / us as your client and the Email ID furnished by me / us has been communicated through the KYC form or otherwise in writing.

	<b>First/Sole Holder</b>
Name	
Specimen Signatures	 <b>30/30</b>



**ACKNOWLEDGEMENT  
 Ratnakar Securities Pvt Ltd (DP ID IN300652)**

304, Sankalp Square II, Nr. Jalaram Mandir Crossing, Ellisbridge, Ahmedabad - 380 006.  
 Tel : +91-79-4900 5200 • info@ratnakarsecurities.com

Received the application from Mr. / Ms. \_\_\_\_\_ as the sole/first holder alongwith \_\_\_\_\_ and \_\_\_\_\_ as the second and third holders respectively

for opening of a depository account. Please quote the DP ID & Client ID allotted to you in all your future correspondence

Date

D	D	M	M	Y	Y	Y	Y
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**Participant Stamp & Signature**



# RATNAKAR SECURITIES PVT. LTD.

CHECK LIST - Form Received ____ / ____ / _____, Query Solved ____ / ____ / _____			
List of Documents	Complete	Pending	Remarks
BASIC DOCUMENT (CASH SEGMENT & DEMET)			
PAN Card			
Address Proof (Name as per PAN Card)			
Bank Proof - Cancel Cheque			
Mobile No & Email ID			
Introducer Details			
Proof of Nominee			
Additional Documents (For F&O and Currency)			
6 Months Passbook (not more than 2 months old)			
Signature Pending Page			
Other Queries			
Other Queries			

## DEMAT - TRADING ACCOUNT OPENING PROCESS

Name :			
Type of Work	Date	Done By	Signature
Form Received			
Verification Call			
Form Checking			
Demat Open			
Demat Release			
Trading Open			
Form Filling			
SCAN			
CKYC			
KRA			
Trading Check			
UCC			
Receipt A/c Opening			
AUDIT			