CLIENT CODE

# MEHTA VAKIL & CO. PVT. LTD.

ESTD : 1921

**MEMBER:**
**BOMBAY STOCK EXCHANGE LIMITED (CASH, F&O & CURRENCY)**
**NATIONAL STOCK EXCHANGE OF INDIA LTD. (CASH & F&O)**
**DEPOSITORY PARTICIPANT OF CDSL**


**CORPORATE OFFICE:**
61, 6th Floor, Maker Chamber III,
223, Nariman Point, Mumbai - 400 021.
Tel.: 2272 1082, 2272 2620
Website: www.mehtavakil.com


## CLIENT REGISTRATION FORM

**NAME** : _____

**UID** : _____

**REF./INTRODUCED BY** : _____

**RELATIONSHIP THROUGH GENERATIONS**

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# ACCOUNT OPENING KIT

| | |
|---|---|
| Name of stock broker/ trading member/clearing member | **MEHTA VAKIL & CO. PVT. LTD.** |
| SEBI Registration No. and date | For NSE Cash INB 230979636 Dated: 18-11-2004<br>For NSE F&O INF 230979636 Dated: 17-12-2004<br>For BSE Cash INB 010979634 Dated: 30-12-1997<br>For BSE F&O INF 010979634 Dated: 23-06-2004<br>For BSE Currency INE 010979634 Dated: 18-04-2017<br>NSE Member Code No.: 09796 • BSE Clearing No.: 492 |
| Self Clearing Member for NSE F&O | |
| Clearing Member: (BSE Currency & F&O Segment) | I. L. & F. S.: BSE (Sebi Regn. No. INF 011133834)<br>Self Clearing Member In NSE<br>Plot No. C-22, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: 2857 0965 • Fax: 2857 0983 |
| Regd. office address: | P.G. 11, Ground Floor, Stock Exchange, Rotunda Building, Bombay Samachar Marg, Mumbai - 400 001. • Tel.: 2272 1082, 2272 2620<br>Website: www.mehtavakil.com |
| Corporate office address: | 61, 6th Floor, Maker Chamber III, 223, Nariman Point, Mumbai - 400 021. |
| Compliance officer name: phone no. & email id: | **SUNIL JADHAV (BSE) • JAYESH MEHTA (NSE)**<br>2272 1082 • mehtavakil@gmail.com |
| Director name: phone no. & email id: | **JAYESH J. MEHTA**<br>2272 1082 • jayeshmehta@mehtavakil.com |

For any grievance/dispute please contact **MEHTA VAKIL & CO. PVT. LTD.** at the above address or email id: bsecomplaints@mehtavakil.com and Phone no. 91-22-2272 1082. In case not satisfied with the response, please contact SEBI on filing complaints on SCORES Tel.: 1800 266 7575 or 1800 22 7575 • www.scores.gov.in & concerned exchange(s) at:

**BSE Limited**
Department of Investor Services,
P. J. Towers, 1st Floor, Dalal Street, Fort, Mumbai - 400001.
Tel. No.: 022 2272 1233/34 Fax: (022) 2272 3677
Investor Services E-mail Id:- is@bseindia.com
Investor Services Telephone No.: 022 22728097
Email id: stanies.crasto@bseindia.com

**National Stock Exchange of India Limited**
Investor Grievance Cell/Arbitration
Exchange Plaza, 5th Floor, Plot No. C/1, G Block,
Bandra Kurla Complex, Bandra (E), Mumbai 400051.
Toll Free No.: 18002660058 Fax: (022) 2659 8191
E-mail Id:- ignse@nse.co.in

**DISCLOSURE IN TERMS OF SEBI CIRCULAR NO.: SEBI/MRD/SE/CIR-42/2003 DATED NOVEMBER 19, 2003**

**MEHTA VAKIL & CO. PVT. LTD.** caters to Institutional, Corporate, High net-worth and other retail clients through membership of various exchanges.

**MEHTA VAKIL & CO. PVT. LTD.** besides doing client based business also does its own investment and/or trading.

**For MEHTA VAKIL & CO. PVT. LTD.** "Proprietary Trading Disclosure noted"

Director/Authorised Signatory

Client Name :

Client Code :

Client's Signature :

**Check-List of Enclosures Required with this Form (Please Tick)**

- ❑ Clear Copy of PAN Card - Name on PAN Card should match & Photo must be visible
- ❑ Clear Copy of Aadhaar Card (Self attested)

**Proof of Demat Account - Clear Copy of Any ONE Proof as per details below**

- ❑ Copy(ies) of Demat Account Master Report issued by DP(s) of ALL Account(s) as detailed Above
- ❑ Copy(ies) of Demat Account Statement(s) issued by DP(s) of ALL Account(s) as detailed Above

**Proof of Bank Account - Clear Copy of Any ONE Proof as per details below**

- ❑ Copy(ies) of Cancelled Cheque leaf(s) of ALL Bank Account(s) as detailed Above
- ❑ Copy(ies) of Pass Book(s)/Recent Statement(s) of ALL Bank Account(s) as detailed Above

**Clear Copy of Any ONE of Photo Identification Proof as per details below**

- ❑ Aadhaar Card (Mandatory)
- ❑ Voter's ID Card
- ❑ Photo ID Card issued by Employer regd. under Mapin
- ❑ Any other _____
- ❑ PAN Card
- ❑ Valid/unexpired Passport
- ❑ Valid/unexpired Driving License

**Clear Copy of Any ONE of Residential Address Proof as per details below**

- ❑ Aadhaar Card (Mandatory)
- ❑ Valid/unexpired Passport
- ❑ Valid/unexpired Driving License
- ❑ Voter's ID Card
- ❑ Ration Card
- ❑ Insurance Policy
- ❑ Sale Agreement
- ❑ Any other _____

**Recent - Not more than 3 (two) months old.....**

- ❑ Telephone Bill
- ❑ Electricity Bill
- ❑ Flat Maint. Bill
- ❑ Bank Statement
- ❑ Bank Passbook
- ❑ Rent Receipt
- ❑ Certificate issued by Employer registered Under Mapin

**Clear Copies of Any ONE Income Document for Dealing in Derivatives/F&O Segment**

- ❑ ITR acknowledgment
- ❑ Annual Accounts
- ❑ Latest Form 16
- ❑ Net-worth Certificate
- ❑ Latest Salary Slip
- ❑ Any other relevant document/s substantiating ownership of assets.
- ❑ Latest Demat Holding Statement
- ❑ Bank A/c Statement for last 6 months

**Additional Documents for NRI - Clear Copies as per details below**

- ❑ Valid/unexpired Passport
- ❑ Proof of Foreign Address
- ❑ Copy of RBI Permission/Approval

**Specific Instructions**

Bank Passbook / Bank Statement - If Details on Passbook is modified then a Bank Stamp & Signature is required. Internet Account Statements are NOT valid.

Demat Account: If Demat Account is opened/to be opend with us than we will attach the proof for the same.

**Note1:** Politically Exposed Person(PEP) or Related to a PEP: Ifyou/ yourfamilymember/ close relative or you/ your family member/ close relative 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 then you may be termed as PEP.

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

1 **Name:** The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.

2 One the following is mandatory: **Mother's name, Spouse's name, Father's name.**

**B Clarification / Guidelines on filling 'Current address details' section**

1 In case of deemed POA such as utility bill, the document need not be uploaded on CKYCR

2 PoA to be submitted only if the submitted PoI does not have current address or address as per PoI is invalid or not in force.

3 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.

4 In Section 2, one of I, II and III is to be selected. In case of online E-KYC authentication, II is to be selected.

5 In Section 3, one of I, II, III and IV is to be selected. In case of E-KYC authentication, II is to be selected.

6 List of documents for 'Deemed Proof of Address'.

Document Code Description

01 Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).

02 Property or Municipal Tax receipt.

03 Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.

04 Letter of allotment of accommodation from employer issued by State Government or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation.

7 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar, while uploading on CKYCR.

8 "Equivalent e-document" means an electronic equivalent of a document issued by the issuing authority of such document with its valid digital signature including issued to the digital locker account of the client as per rule 9 of the information Technology (Preservation and Retention of information by intermediaries Providing Digital Locker Facilities) Rules, 2016.

9 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.

10 REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Id entities Data Repository.

**C Clarification / Guidelines on filling 'Contact details' section**

1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).

2 Do not add '0' in the beginning of Mobile number.

**D Clarification / Guidelines on filling 'Related Person details' section**

1 Provide KYC number of related person, if available.

**E Clarification on Minor**

1 Guardian details are optional for minors above 10 years of age for opening of bank account only

2 However, in case guardian details are available for minor above 10 years of age, the same (or CKYCR number of guardian) is to be uploaded.

## INSTRUCTIONS/ CHECK LIST

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

| | |
|---|---|
| 1. Copy of ITR Acknowledgement, | 2. Bank account statement for last 6 months, |
| 3. Copy of Annual Accounts | 4. Self declaration with relevant supporting documents. |
| 5. In case of salary income - Salary Slip, Copy of Form 16 | 6. Copy of demat account holding statement |
| 7. Any other relevant documents substantiating ownership of Assets | 8. Net worth certificate, |

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

2. Self-certified copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted. (Not more than 4 months old)

**3.** Demat master or recent holding statement issued by DP bearing name of the client.

**4. For individuals:**

a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.

b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.

**5. For non-individuals:**

a. Form need to be initialized by all the authorized signatories.

b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/firm/others and their specimen signatures.

## CENTRAL KYC REGISTRY - KNOW YOUR CLIENT (KYC) APPLICATION FORM - INDIVIDUAL **MANDATORY**

**MEHTA VAKIL & CO. PVT. LTD.**

**Important Instructions:**

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

**For office use only** Application Type* ❑ New ❑ Update
(To be filled by financial institution) KYC No. (Mandatory for KYC update required)
Account Type* ❑ Normal ❑ Minor ❑ Aadhaar OTP based E-KYC (in non-face to face mode)

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

| | Prefix | First Name | Middle Name | Last Name |
|---|---|---|---|---|
| ❑ Name* (Same as ID proof) | | | | |
| Maiden Name | | | | |
| Father/Spouse Name* | | | | |
| Mother Name* | | | | |

Date of Birth* __-__-____

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

Marital Status* ❑ Married ❑ Unmarried ❑ Others

Nationality* ❑ Indian ❑ Other

Status* ❑ Resident Individual ❑ Non Resident ❑ Foreign National
(Passport copy mandatory for NRIs & Foreign Nationals)

PAN* ☐ Form 60 furnished

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

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

❑ A- Passport Number
❑ B- Voter ID Card
❑ C- Driving Licence
❑ D- NREGA Job Card
❑ E- National Population Register Letter
❑ F- Proof of Possession of Aadhaar XXXXXXXX
❑ E- KYC Authentication XXXXXXXX
❑ Offline verification of Aadhaar XXXXXXXX

PHOTO

Signature below Photograph

Address
Line 1*
Line 2
Line 3
District* PIN/Post Code* State /U. T. Code* ISO 3166 Country Code*

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

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

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

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

II ❑ E- KYC Authentication XXXXXXXX

III ❑ Offline verification of Aadhaar [X X X X X X X X ]

IV ❑ Deemed proof of Address - Document Type code [ ]

V ❑ Self Declaration

Address

Line 1*

Line 2

Line 3

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

## ❑ 4. CONTACT DETAILS (All communications will be sent to Mobile no. / Email-ID) (Please refer instruction C at the end)

Tel. (Off) – Tel. (Res) – Mobile –

Email ID

## ❑ 5. REMARKS (If any)

## ❑ 6. APPLICANT DECLARATION

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

Date: D D – D D – Y Y Y Y Place:

Signature / Thumb Impression of Applicant

## ❑ 7. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ❑ Certified Copies ❑ E-KYC data received from UIDAI ❑ Data received from Offline verification ❑ Digital KYC Process ❑ Equivalent e-document ❑ Video Based KYC ❑ IPV Done

### KYC VERIFICATION CARRIED OUT BY

Date: –  –

Emp. Name:

Emp. Code:

Emp. Designation:

Emp. Branch:

[Employee Signature]

### INSTITUTION DETAILS

Name **MEHTA VAKIL & CO. PVT. LTD.**

Code

[Institution Stamp]

Know Your Client (KYC)
Application Form (For Non-Individuals Only)
Please fill in ENGLISH and in BLOCK LETTERS with black ink

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

1. **Name of Applicant** (Please write complete name as per Certificate of Incorporation / Registration; leaving one box blank between 2 words. Please do not abbreviate the Name).

2. **Date of Incorporation** d d / m m / y y y y
   **Place of Incorporation**

3. **Registration No. (e.g. CIN)**
   **Date of commencement of business** d d / m m / y y y y

4. **Status** Please tick (✓) ❑ Private Ltd. Co. ❑ Public Ltd. Co. ❑ Body Corporate ❑ Partnership ❑ Trust / Charities / NGOs
   ❑ FI ❑ FII ❑ HUF ❑ AOP ❑ Bank ❑ Government Body ❑ Non-Government Organisation
   ❑ Defence Establishment ❑ Body of Individuals ❑ Society ❑ LLP ❑ Others (Please specify) _____

5. **Permanent Account Number (PAN) (MANDATORY)** Please enclose a duly attested copy of your PAN Card

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

1. **Address for Correspondence**

City / Town / Village | Postal Code
State | Country

2. **Contact Details**

Tel. (Off.) (ISD) (STD) | Tel. (Res.) (ISD) (STD)
Mobile (ISD) (STD) | Fax (ISD) (STD)
Email Id.

3. **Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**
   ❑ *Latest Telephone Bill (only Land Line) ❑ *Latest Electricity Bill ❑ *Latest Bank Account Statement ❑ Registered Lease / Sale Agreement of Office Premises
   ❑ Any other proof of address document (as listed overleaf). (Please specify)_____
   *Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** d d / m m / y y y y

4. **Registered Address (if different from above)**

City / Town / Village | Postal Code
State | Country

5. **Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.**
   ❑ *Latest Telephone Bill (only Land Line) ❑ *Latest Electricity Bill ❑ *Latest Bank Account Statement ❑ Registered Lease / Sale Agreement of Office Premises
   ❑ Any other proof of address document (as listed overleaf). (Please specify) _____
   *Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** d d / m m / y y y y

## C. New Other Details (please see guidelines overleaf)

1. **Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees & whole time directors**
   (Please use the Annexure to fill in the details)

2. **a. DIN of whole time directors** (Please use the Annexure to fill in the details)
   **b. Aadhaar number (UID) of Promoters/Partners/Karta** (Please use the Annexure to fill in the details)

## DECLARATION

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

**NAME & SIGNATURE(S) OF AUTHORISED PERSON(S)**

Place: _____ Date: _____

## FOR OFFICE USE ONLY

AMC/Intermediary name **OR** code -
**MEHTA VAKIL & CO. PVT. LTD.**
❑ Originals Verified and Self Attested
Document copies received

**For MEHTA VAKIL & CO. PVT. LTD.**

Director/Authorised Signatory

Staff Name
Designation 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 authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals,(allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

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

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

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

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

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinationa 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 authorized to attest the documents:**

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

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

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

## Annexure

**Details of Promoters / Partners / karta / Trustees and whole time directors forming a part of KYC Application Form for Non-Individuals**

Name of Applicant: _____ PAN of the Applicant: |_|_|_|_|_|_|_|_|_|_|

Name: _____

Regd./Residential Address: _____

_____

Tel./Mobile No.: _____ DIN Number: _____

Unique Identification Number(UID) / AADHAAR if Any: _____

Relationship with Applicant: _____ PAN: _____

Signature across Photograph

Please tick, if applicable:
- ❑ Politically Exposed Person (PEP)
- ❑ Related to a Politically Exposed Person (RPEP)
- ❑ No

Name: _____

Regd./Residential Address: _____

_____

Tel./Mobile No.: _____ DIN Number: _____

Unique Identification Number(UID) / AADHAAR if Any: _____

Relationship with Applicant: _____ PAN: _____

Signature across Photograph

Please tick, if applicable:
- ❑ Politically Exposed Person (PEP)
- ❑ Related to a Politically Exposed Person (RPEP)
- ❑ No

Name: _____

Regd./Residential Address: _____

_____

Tel./Mobile No.: _____ DIN Number: _____

Unique Identification Number(UID) / AADHAAR if Any: _____

Relationship with Applicant: _____ PAN: _____

Signature across Photograph

Please tick, if applicable:
- ❑ Politically Exposed Person (PEP)
- ❑ Related to a Politically Exposed Person (RPEP)
- ❑ No

Name: _____

Regd./Residential Address: _____

_____

Tel./Mobile No.: _____ DIN Number: _____

Unique Identification Number(UID) / AADHAAR if Any: _____

Relationship with Applicant: _____ PAN: _____

Signature across Photograph

Please tick, if applicable:
- ❑ Politically Exposed Person (PEP)
- ❑ Related to a Politically Exposed Person (RPEP)
- ❑ No

Name & Signature of the Authorised Signatory(ies) Date |_|_| |_|_| |_|_|_|_|

For Individuals & Non-individuals

ANNEXURE – 3

**MANDATORY**

## TRADING ACCOUNT RELATED DETAILS

**A. BANK ACCOUNT(S) DETAILS** (First Bank A/c. is default Bank A/c., through which transaction will generally be routed)

| Bank Name | Address | Type of A/c | A/c. No. | MICR No. | IFSC Code |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**B. DEPOSITORY ACCOUNT(S) DETAILS** (First Depository A/c. is default Depository A/c)

| Depository Participant details of the Client (In order of presence) | | | | |
|---|---|---|---|---|
| DP Name | Depository Name (NSDL/CDSL) | DP ID | Beneficiary ID (BOID) | Beneficiary Name |
| | | | | |

**C. TRADING PREFERENCES**

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

| Segment | BSE | NSE | |
|---|---|---|---|
| Cash | | | |
| F & O | | | |
| Currency | | | |

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

**OTHER DETAILS**

1. **Gross Annual Income Details (please specify):**
   Income Range per annum: ❑ Below Rs 1 Lac ❑ 1-5 Lac ❑ 5-10 Lac ❑ 10-25 Lac ❑ 25 Lacs-1 Cr. ❑ > 1 Cr
   **Net-worth as on** (date)_____ (_____) (Net worth should not be older than 1 year)
2. **Occupation (please tick any one and give brief details):** ❑ Private Sector ❑ Public Sector ❑ Government Service ❑ Business ❑ Professional ❑ Agriculturist ❑ Retired ❑ Housewife ❑ Student ❑ Others_____
3. **Is the entity involved/providing any of the following services** ❑ YES ❑ NO **(For Non-Individuals only)**
   - For Foreign Exchange / Money Changer Services ❑ YES ❑ NO – Gaming / Gambling / Lottery Services (e.g. casinos, betting syndicates) ❑ YES ❑ NO
   - Money Lending / Pawning ❑ YES ❑ NO
4. **Please tick, if applicable:** Politically Exposed Person (PEP)/Related to a Politically Exposed Person (PEP) ❑ YES ❑ NO
5. **Any other information:** _____

**D. PAST ACTION**

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 (If yes please give details): _____

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

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

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

Registered Office address:_____

_____

Ph. No.:_____ Fax No.:_____ Website: www._____

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

| Name of Stock broker | Name of Sub-broker, if any | Client Code | Exchange |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

**Pursuant to SEBI Circular dt.3.8.2018, w.e.f.1.4.2019 Sub-Broker has been migrated to Authorised Person**

**F. ADDITONAL DETAILS**

- Whether you wish to receive ❑ physical contract note or ❑ Electronic Contract Note (ECN)

Specify you Email id, if ECN: _____

Signature of Client:_____

- Whether you wish to avail of the facility of Internet Trading / wireless technology ❑ Yes ❑ No

Signature of Client:_____

- Number of years of Investment / Trading Experience _____
- In case of non-individuals, name, designation, PAN, UID, Signature, residential address and Photographs of persons authorised to deal in securities on behalf of company/firm/other: As per Annexure
- Any other information

**G. INTRODUCER DETAILS (OPTIONAL)**

Name of Introducer :-

Address of the Introducer :-

Status of the Introducer: ❑ Sub Broker ❑ Remisier ❑ Authorized Person ❑ Existing Client

❑ Others, Please Specify

Phone No.: Signature of Introducer:

**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.

Place:_____

Date :_____

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

**FOR OFFICE USE ONLY**

UCC Code allotted to the Client:_____

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

I/We undertake that I/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 **Mehta Vakil & Co. Pvt. Ltd.**

Date: _____

Director/ Authorised Signatory

**NOMINATION FORM**

**[Annexure A to SEBI circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2021/601 dated July 23, 2021 on Mandatory Nomination for Eligible Trading and Demat Accounts]**

(To be filled in by individual applying singly or jointly)

| TM/DP Name & Address | **MEHTA VAKIL & CO. PVT. LTD.** 61, 6th Floor, Maker Chamber III, 223, Nariman Point, Mumbai - 400 021. | Nomination Registration No. | Dated |
|---|---|---|---|

| Date | D D M M Y Y Y Y | DP ID | 1 2 0 1 9 7 0 0 | Client ID | 0 0 |
|---|---|---|---|---|---|

❑ **I/We wish to make a nomination. [As per details given below]** UCC

**Nomination Details**

I/We wish to make a nomination and do hereby nominate the following person(s) who shall receive all the assets held in my/our account in the event of my/our death.

| **Nomination can be made upto three nominees in the account.** | **Details of 1st Nominee** | **Details of 2nd Nominee** | **Details of 3rd Nominee** |
|---|---|---|---|
| **1. First Name** | | | |
| **Middle Name** | | | |
| **Last Name** | | | |
| **2. Share of each Nominee** Equally (If not equally, please specify percentage) | % | % | % |
| | Any odd lot after division shall be transferred to the first nominee mentioned in the form. | | |
| **3. Relationship With the Applicant (If Any)** | | | |
| **4. Address of Nominee(s)** | | | |
| City | | | |
| State | | | |
| Pin | | | |
| Country | | | |
| **5. Mobile No./Tele. No. of nominee(s)** | | | |
| **6. E-mail ID of nominee(s)** | | | |
| **7. Nominee Identification details** [Please tick any one of following and provide details of same] ❑ Photograph & Signature | | | |
| ❑ PAN | | | |
| ❑ Aadhaar | | | |
| ❑ Saving Bank a/c. no. | | | |
| ❑ Proof of Identity | | | |
| ❑ Demat Account ID | | | |
| **Sr. Nos. 8-14 should be filled only if nominee(s) is a minor:** | | | |
| **8. Date of Birth (in case of minor nominee(s))** | D D M M Y Y Y Y | D D M M Y Y Y Y | D D M M Y Y Y Y |
| **9. Name of Guardian (Mr./Ms.) {in case of minor nominee(s)}** | | | |

| | | | |
|---|---|---|---|
| **10. Address of the Guardian(s)** | | | |
| City | | | |
| State & Country | | | |
| Pin | | | |
| **11. Mobile/Tele. no. of Guardian** | | | |
| **12. E-mail ID of the Guardian** | | | |
| **13. Relationship of the Guardian with the Nominee** | | | |
| **14. Guardian Identification details** [Please tick any one of following and provide details of same] ❑ Photograph & Signature | | | |
| ❑ PAN | | | |
| ❑ Aadhaar | | | |
| ❑ Saving Bank a/c. no. | | | |
| ❑ Proof of Identity | | | |
| ❑ Demat Account ID | | | |

Note: This nomination shall supersede any prior nomination made by the account holder(s), if any.

## Declaration Form for opting out of nomination

**[Annexure B to SEBI circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2021/601 dated July 23, 2021 on Mandatory Nomination for Eligible Trading and Demat Accounts]**

**❑ I/We do not wish to make a nomination.**

I/We hereby confirm that I/We do not wish to appoint any nominee(s) in my/our trading/demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my/our legal heirs would need to submit all the requisite documents/information for claiming of assets held in my/our trading/demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the trading/demat account.

**Name and Signature of Nominee applicable for both Annexure A & B**

| | First/Sole Holder or Guardian (in case of Minor) | Second Holder | Third Holder |
|---|---|---|---|
| Name | | | |
| Signature | | | |

**Details of the Witness applicable for both Annexure A & B (Required only if the account holder affixes thumb impression, instead of signature)**

| | |
|---|---|
| Names of **Witness** | |
| Address of **Witness** | |
| Signature of **Witness** (W) | |

I/We have received and read the document of 'Rights and Obligation of BO-DP' (DP-CM agreement for BSE Clearing Member Accounts) including the schedules thereto and the terms & conditions and agree to abide by and be bound by the same and by the Bye Laws as are in force from time to time. I / We declare that the particulars given by me/us above are true and to the best of my/our knowledge as on the date of making this application. I/We further agree that any false / misleading information given by me / us or suppression of any material information will render my account liable for termination and suitable action.

ANNEXURE – 4

**MANDATORY**

## 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.

**MANDATORY**

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

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

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.

2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/ SEBI.

3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.

4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.

5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through the Stock broker's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the stock broker

6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker's IBT System, discovers/suspects discrepancies/ unauthorized access through his username/ password/account with full details of such unauthorized use, the date, the manner and the transactions effected pursuant to such unauthorized use, etc.

7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/securities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.

8. The stock broker shall send the order/trade confirmation through email to the client at his request. The client is aware that the order/ trade confirmation is also provided on the web portal. In case client is trading using wireless technology, the stock broker shall send the order/trade confirmation on the device of the client.

9. The client is aware that trading over the internet involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, etc. are susceptible to interruptions and dislocations. The Stock broker and the Exchange do not make any representation or warranty that the Stock broker's IBT Service will be available to the Client at all times without any interruption.

10. The Client shall not have any claim against the Exchange or the Stock broker on account of any suspension, interruption, non-availability or malfunctioning of the Stock broker's IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Stock brokers/ Exchange end for any reason beyond the control of the stock broker/Exchanges.

ANNEXURE – 5 **MANDATORY**

## RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS

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

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

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

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

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

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

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

**1. BASIC RISKS:**

**1.1 Risk of Higher Volatility:**

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

**1.2 Risk of Lower Liquidity:**

Liquidity refers to the ability of market participants to buy and/or sell securities / derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/or sell securities / derivatives contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive

price for securities / derivatives contracts purchased or sold. There may be a risk of lower liquidity in some securities / derivatives contracts as compared to active securities / derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

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

**1.3 Risk of Wider Spreads:**

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

**1.4 Risk-reducing orders:**

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

**1.4.1** A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that, while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that security / derivatives contract.

**1.4.2** A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the customer receives price protection, there is a possibility that the order may not be executed at all.

**1.4.3** A stop loss order is generally placed "away" from the current price of a stock / derivatives contract, and such order gets activated if and when the security / derivatives contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the security / derivatives contract reaches the pre -determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a security / derivatives contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

**1.5 Risk of News Announcements:**

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

**1.6 Risk of Rumors:**

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

**1.7 System Risk:**

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

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

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

**1.8 System/Network Congestion:**

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

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

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

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

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

A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.

B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.

C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.

D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.

E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

**2.2 Currency specific risks:**

1. The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.

2. Under certain market conditions, you may find it difficult or impossible to liquidate a position. This can occur, for example when a currency is deregulated or fixed trading bands are widened.

3. Currency prices are highly volatile. Price movements for currencies are influenced by, among other things: changing supply-demand relationships; trade, fiscal, monetary, exchange control programs and policies of governments; foreign political and economic events and policies; changes in national and international interest rates and inflation; currency devaluation; and sentiment of the market place. None of these factors can be controlled by any individual advisor and no assurance can be given that an advisor's advice will result in profitable trades for a participating customer or that a customer will not incur losses from such events.

**2.3 Risk of Option holders:**

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

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

**2.4 Risks of Option Writers:**

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.

2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.

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

**3. TRADING THROUGH WIRELESS TECHNOLOGY/ SMART ORDER ROUTING OR ANY OTHER TECHNOLOGY:**
Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/ smart order routing or any other technology should be brought to the notice of the client by the stock broker.

**4. GENERAL**

**4.1** The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a stock broker for the purpose of acquiring and/or selling of securities / derivatives contracts through the mechanism provided by the Exchanges.

**4.2** The term 'stock broker' shall mean and include a stock broker, a broker or a stock broker, who has been admitted as such by the Exchanges and who holds a registration certificate from SEBI.

Signature of Client : _____

ANNEXURE-6 **MANDATORY**

## 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, www.nseindia.com and SEBI website 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 (MANDATORY) OF MEHTA VAKIL & CO. PVT. LTD.

**a. Refusal of orders for penny stocks:**

Although, the term 'Penny Stock' has not been defined by BSE/ NSE or any stock exchanges, SEBI a penny stock generally refers to a stock which has following mentioned characteristics:

- Has small market capitalization;
- Trades at a price less than its face value;
- Has unsound fundamentals;
- Is illiquid (A list if illiquid securities is jointly released by NSE & BSE from time to time.)

MEHTA VAKIL & CO. PVT. LTD. recognizes that it is client's privilege to choose shares in which he/she would like to trade. However, MEHTA VAKIL & CO. PVT. LTD. like to have special attention to dealing in "Penny stocks" to this end,

- MEHTA VAKIL & CO. PVT. LTD. may refuse to execute any clients orders in penny stocks without assigning any reason for the same.
- Any large order for purchase or sale of a "Penny stocks" should be referred to Head - Dealing, such orders can be put in the market for execution.
- Clients must ensure that trading in "Penny stock" doesn't result in creation of artificial volume or false or misleading appearance of trading. Further, clients should ensure that trading in "Penny stock" doesn't operate as a device to inflate or depress or cause fluctuations in the price of such stock.
- Clients are expected not to place orders in penny stocks at prices which are substantially different from the prevailing market prices. Any such order is liable to be rejected at the sole discretion of MEHTA VAKIL & CO. PVT. LTD.
- In case of sale of penny stocks, client should ensure delivery of shares to MEHTA VAKIL & CO. PVT. LTD. before the pay-in date.

**b. Setting up client's exposure limit:**

- Exposure limit for each client is determined by the Risk management Department based on Net-worth information, client's financial capacity, prevailing market conditions and Margin deposited by client in the form of funds/securities with the MEHTA VAKIL & CO. PVT. LTD. These limits may be set exchange-wise, segment-wise, & scrip-wise.
- MEHTA VAKIL & CO. PVT. LTD. retains the discretion to set and modify form time to time any clients exposure limit decided as above.
- The limits are determined by Risk Management Department based on the above criteria and payment history of the client in consultation with Sales/Sales trader.
- Whenever, any client has taken over or wants to take exposure in any security, MEHTA VAKIL & CO. PVT. LTD. may call for appropriate margins in the form of early pay-in of shares or funds before or after execution of trades in the Cash segment. In case of any margin shortfall, the clients are told to reduce the position immediately or requested to deposit extra margin to meet the shortfall. Otherwise, MEHTA VAKIL & CO. PVT. LTD. may refuse to trade on behalf of such client in its own discretion.

**c. Applicable brokerage rate:**

- The applicable brokerage rate is mentioned in the Client registration form and any future change in the brokerage rate is communicated to the client.
- The maximum brokerage chargeable will not exceed as prescribed by SEBI and exchanges.
- The client will be charged other such charges as stamp duty, Transaction charge, STT & service Tax which will be recovered based on actual charges levied.

**d. Imposition of penalty / delayed payment charges by either party, Specifying the rate and the period:**

- Penalty and other charges levied by Exchanges pertaining to trading of the client shall be recovered from the respective client.
- If there is delay on part of client in satisfying his/her margin obligation or settlement obligations, then, MEHTA

VAKIL & CO. PVT. LTD. shall levy interest at the rate of 12% p.a. on such shortage amount for the delayed period on such client. MEHTA VAKIL & CO. PVT. LTD. shall recover such delayed payment charges from the client by debiting the client's account.

- No interest or charges will be paid by MEHTA VAKIL & CO. PVT. LTD. to any client in respect of retention of funds or securities towards meeting future settlement obligations and in respect of running account authorizations.

**e. Right to sell clients' securities or close clients' positions, without giving notice to the client, on account of non payment of client's Dues:**

- MEHTA VAKIL & CO. PVT. LTD. has the right to close out/ liquidate or square off any open position of the client (limited to the extent of settlement /margin obligation) without giving any prior notice, all or any of the client's positions as well as securities / collaterals placed as margins for non-payments of margin or other lawful amounts due from such client in respect of settlement or any other dues that are recoverable from the client by MEHTA VAKIL & CO. PVT. LTD. The proceeds of the same shall be adjusted against the client's liabilities / obligations. Any loss or financial charges on account of such close-out /liquidation shall be debited to the client's account.

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

- To determine the net obligation of a broker / trading cum clearing member (for securities and funds) in a settlement, clearing house does the netting of trades at the broker level. It is possible that a broker's net obligation towards clearing house may be nil but due to default by one or more clients in satisfying their obligations towards the broker, the broker internally might have shortages to fulfill its obligation towards the other client(s). In such situation, MEHTA VAKIL & CO. PVT. LTD. shall endeavor to collect the securities from the selling client and deliver it to the purchasing client within 48 hours of the settlement date. In case the selling client is unable to deliver the securities within 48 hours, then MEHTA VAKIL & CO. PVT. LTD.shall attempt to purchase the security from the market and deliver it to the purchasing client. If MEHTA VAKIL & CO. PVT. LTD. is unable to obtain the securities from the market, then the transaction will be closed out as per the auction rate prescribed by the Exchange for that scrip and the closing amount will be credited to the purchasing client and same will be debited to the selling client.

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

MEHTA VAKIL & CO. PVT. LTD. shall have absolute discretion and authority to limit client's volume of business or to close any existing position of a client without giving any prior notice to the client under following mentioned conditions:

- Extreme volatility in the market or in particular scrip or in the F&O segment.
- If there is shortfall in the margin deposited by client with MEHTA VAKIL & CO. PVT. LTD.
- If there is insider trading restrictions on the client.
- If there are any unforeseen adverse market conditions or any natural calamities affecting the operation of market.
- If there are any restrictions imposed by Exchange or Regulator on the volume of trading outstanding positions of contracts.
- If the client is undertaking any illegal trading practice or the client is suspected to be indulging in money laundering activities.
- If MEHTA VAKIL & CO. PVT. LTD. has reached its limit in that scrip.
- If the clients has breached the client-wise limit.
- If the client has taken or intends to take new position in a security which is in the ban period.
- If due to abnormal shortfall in the market, if market are closed.

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

- Any client desirous of temporarily suspending his or her trading account has to give such request in writing to the management. After management's approval, any further dealing in such client's account will be blocked.

Whenever, any suspended account wants to resume trading, request in writing should be made to management and management may ask for updated financial information & other details for reactivating such account. After receiving necessary documents, details etc. and approval from the management, client is reactivated & is allowed to carry out transaction.

- Similarly, any client desirous of closing his/her account permanently is required to inform in writing and the decision in this regard is taken by management. After necessary approval from the management, the client code is deactivated. Only after scrutinizing the compliance requirements and "no pending queries" confirmation is taken, securities and funds accounts are settled.

i. **Deregistering a Client**

MEHTA VAKIL & CO. PVT. LTD. may, in its absolute discretion, decide to deregister a particular client. The illustrative circumstances under which MEHTA VAKIL & CO. PVT. LTD. may deregister a client are given below:

- SEBI or any other regulatory body has passed an order against such client, prohibiting or suspending such client from participating in the securities market.
- Such client has been indicated by a regulatory body or any government enforcement agency in case of market manipulation or insider trading or any other case involving violation of any law, rule, regulation, guideline or circular governing securities market.
- Such client is suspected of indulging in illegal or criminal activities including fraud or money laundering.
- Such client's name appears in the UN list of prohibiting entities or SEBI debarred list.
- Such client's account has been lying dormant for a long time or client is not traceable.
- Such client has declared insolvent or any legal proceedings to declare him/her as such have been intended.
- Such client has been irregular in fulfilling obligations towards margin or settlement dues.
- Such client has a tainted reputation and any business relationship with such clients is likely to tarnish the reputation of MEHTA VAKIL & CO. PVT. LTD.or may act as detriment to MEHTA VAKIL & CO. PVT. LTD.'s prospects. Any outstanding dues in the client's account will be communicated and collected from the client and the client will be liable to pay such dues immediately on receiving such communication.

j. **Policy for Dormant In-active account:**

As per Broker's RMS policy, the account in which no transactions has taken place during the period of 6 months from the date of last transactions, the same shall be considered as Dormant / In-active account.

Such transaction date may relate to any of the following date, which ever is Later (a) entry related to contract or bill generation for buy/sell transaction or (b) entry related to payment of funds or securities by client or (c) entry passed by the broker by way of JV due to any dues / obligation recoverable from client including but not limited to auction charges, any penalty amount whether or not imposed by Exchange or SEBI or other authorities etc.

In order to reactivate the account the client shall have to make a written request for reactivation of his trading account with recent proofs & any upgradation in the KYC form.

However MVCPL may at its discretion reactivate the account after obtaining a request over telephone or email. MVCPL reserves the right to enquire about the request, with the client, if it so desires. Dormant / in active accounts may be prohibited from executing transactions till the time of reactivation of his account.

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

- I/we have clearly understood and agree to abide by aforesaid policies and procedures.
- I/we also understand and agree that these policies and procedures can be changed by MVCPL from Time to time subject to posting of the amendments and modification therein on its website. The changes will be done with the consent of the client proceeded by notice as per applicable laws rules & regulations of Exchange/ SEBI and their applicability with prospective effects.

_____

(Signature of the constituent)

**MANDATORY**

## TARIFF SHEET

| Brokerage Structure | | | | |
|---|---|---|---|---|
| **Capital Market/Cash Segment of Any Exchange** | | | **Other Tariff Charges:** Brokerage will not exceed the limits Prescribed by Exchange/ SEBI. | |
| Trading Account | % of Rate | Minimum (Rs.) | 1. Minimum Brokerage per Contract for Non ECN Client (Rs.) | |
| Same Day Square off | | | | |
| | ❑ One Side | ❑ Each Side | 2. Minimum Brokerage per Contract for ECN Client (Rs.) | |
| Delivery Based Trade | | | | |
| Trade To Trade | | | 3. Security Deposits / Margins | |
| **Currency Derivatives Segment of Any Exchange** | | | | |
| Trading Account | % of Rate | Minimum (Rs.) | 4. Account Maintenance Charges | |
| Same Day Square off | | | | |
| | ❑ One Side | ❑ Each Side | 5. Account Modification Charges | |
| Future | | | | |
| Options | | | 6. Charge to issue Duplicate Contract Note | |
| **Futures & Options/Derivatives Segment of Any Exchange** | | | | |
| Trading Account | % of Rate | Minimum (Rs.) | 7. Charges to issue Duplicate Statement of Account | |
| Same Day Square off | | | | |
| | ❑ One Side | ❑ Each Side | 8. Charges to issue Physical Contract Note on Demand (For client who has opted for ECN) | |
| Future | | | | |
| Options | | | | |

| Statutory Charges & Levies to be charged at the preveiling rates as applicable from time to time | |
|---|---|
| Turnover/Transaction/Any other charges of Exchanges | Service Tax |
| SEBI Turnover Based Fee | Stamp Duty |
| Securities Transaction Tax (STT) | Any Other Charges levied/introduced by Regulators |

| Event Based Charges to be levied as per actuals | |
|---|---|
| Bank Charges like RTGS/NEFT/Cheque Return etc. | Demat Auto Payout/Intra Settlement/ Pledge/Unpledge Charges |
| Penalties Charged by Exchanges / SEBI / Any Regulatory Authorities ONLY if it is due to Client's Defaults / Errors / Violations | |
| Penalty for Cheque Return | Late Payment Charges |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Place: | | | | | | | | |
| Date: | | | | | | | | |

| | |
|---|---|
| Signature of the Applicant (Pl. sign within the box only) | |

## VOLUNTARY POLICIES

**VOLUNTARY**

**A. Digitally Signed contract Notes/ Confirmations**

The member shall send the contract notes, trade confirmations, bills, account statement, notice, circular, ledger confirmation, margin statement, demat account holding statement and all other communication on the designated Email Id of the client who have opted to receive contract notes in electronic form.

**B. DP charges and Exchange of Information**

Member shall exchange necessary information with the DP for smooth conduct/ operation of broking/ demat account. Member shall debit the clients account towards the clients outstanding with the DP.

**C. Tape recording of conversation**

Client is aware that member may tape record the conversation between the client and the member.

**D. Pledging of clients securities**

Client has permitted the member to pledge his securities in case of outstanding debit balance in the clients ledger

**E. Display of policy and other information on website of Member/ Exchange/ SEBI**

Client is aware that the policies/ procedures of the member and other information are regularly hosted on the website of the member and he shall ensure to keep himself updated with the same. Client also agrees to keep himself updated with the circulars hosted on the SEBI/ exchange website.

Client is also aware that Investor grievance email ID, Policy & Procedures, Copy of Standard KYC, Risk Management Policy, Literature of AML requirement, Links to website of SEBI and stock Exchanges of which Stock Broker is a member, other Information that a trading member is required to furnish to his clients is hosted on member's website as well as available on demand from member's office.

Signature of Client : _____

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## FOR NRI / FN

**VOLUNTARY**

Name: _____

Address: _____

_____

## TO WHOMSOEVER IT MAY CONCERN

I/We agree to abide by all necessary rules and regulations introduced or amended from time to time by all statutory government bodies in India, and guidelines as prescribed by the Reserve Bank of India under the Foreign Exchange Management Act, 1999 (FEMA).

Further, in the process of opening my/our accounts with the Indian Bank/s, members of Indian Stock Exchange/s, and Depository Participants, I/We have complied with the current laws and will continue to do so as required for the proper maintenance of the aforesaid accounts.

In case there is any change in my/our status from Resident to Non-resident or vice versa, I/We shall inform all concerned agencies of the same and will abide by the procedures and requirement for the transition.

Signature of Client : _____

## SMS AND E-MAIL ALERTS TO INVESTORS BY STOCK EXCHANGES

**VOLUNTARY**

(Ref: SEBI circular No. CIR/MIRSD/15/2011dated August 02, 2011)

I request you to enroll me for the following facility offered by the Stock Exchanges pursuant to above referred SEBI circular

❑ SMS Facility on Mobile No provided in my KYC

1. Mobile No Belongs to ❑ Self ❑ Family Member
2. In case of family member please specify the relationship:
   ❑ Dependent Child ❑ Dependent Parent ❑ Spouse
3. PAN No. of the family Member whose Mobile No is provided above: | | | | | | | | | | |

❑ Email Facility on email Id provided in my KYC

1. Email ID Belongs to ❑ Self ❑ Family Member
2. In case of family member please specify the relationship:
   ❑ Dependent Child o Dependent Parent ❑ Spouse
3. PAN No. of the family Member whose Email ID is provided above: | | | | | | | | | | |

**Note:**

1. Individual Client is invariably required to provide his own Mobile No. except in case of family members where the following relationship exist Dependent Child OR Dependent Parent OR Spouse
2. Non Individual client shall provide the Mobile/ Email details of the person authorized to receive such communication and as provided in the KYC.
3. Client may please note that Mobile No. of Trading Member (TM)/ employees of TM/ Sub broker/authorised person are not permitted for receiving the SMS/ Email communication from exchanges
4. Client may note that the circular is available for download on the exchange's website.

Signature of Client : _____

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## AUTHORITY FOR COLLECTION OF DOCUMENTS

**VOLUNTARY**

Date:_____

**Mehta Vakil & Co. Pvt. Ltd.**
61, 6th Floor, Maker Chamber III,
223, Nariman Point, Mumbai - 400 021.

Dear Sir,

In reference to my/our dealings with you as your client, I/we hereby authorize the following persons to collect and acknowledge various documents such as contracts, bills, ledger statements, cheques or any other documents on my/our behalf except your obligations as per SEBI/Exchange guidelines and the same will be binding on me/us:

Thanking you,
Yours faithfully,

| S. No. | Name of the Signatory | Signature | Relation, if any |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Signature of Client : _____

Name of the Client : _____

Client Code : _____

## RUNNING ACCOUNT AUTHORISATION FOR ALL EXCHANGES

VOLUNTARY

1. I/We hereby state that, I/we are aware of the norms relating to Pay-in & Pay-out of Funds and Securities. Inorder to facilitate operations and banking convenience, I/We hereby authorize you to maintain my/our fund account with you on a running account basis instead of daily settlement of funds due to me/us. Further, the Pay-out of Funds may be retained by you for the purpose of margins/exposures/collateral/any other obligations due to you. I/We also understand and agree that any credit amount lying with you will not attract any interest. I/We further understand that in case of non-payment of dues by me/us upto T + 2 day, the securities received towards payout may be retained by you in the Client Unpaid Securities Accounts (CUSA) as per the applicable guidelines.
2. On my/our specific request, you may release the Funds due to me/us. While doing the settlement, you may retain Entire pay-in obligation of funds outstanding at the end of the day on settlement of running account, of T day & T - 1 day, Margin liability as on the date of settlement of running account in all segments and additional margins (maximum upto 125% of total margin liability on the day of settlement). The margin liability shall include the end of the day margin requirement excluding the MTM and pay-in obligation. Hence you may retain 225% of the total margin liability in all the segments across exchanges.
3. If no transaction is done in the 30 calendar days since the last transaction, the credit balance of my/our account shall be returned within next three working days irrespective of the date when the running account was previously settled.
4. I/We hereby agree that you will settle my/our account of funds at least once in a calendar quarter/month. While settling the account you will send; in physical or electronic form; the "Statement of Running Accounts (SOA)" including the Retention Statement. I/We will bring in to your notice any discrepancies with in 30 working days from the date of statement, failing which it is agreed by me/us that the Statement of Accounts as issued by you is proper and correct. My/Our preference for settlement of Running Account is at least once in:
   - ❑ 90 Days
   - ❑ 30 Days
5. I/We hereby agree that above stated periodic settlement of running account is not required in case I/we avail margin trading facility or for funds given by me/us towards collaterals/margin in the form of Bank guarantee (BG)/Fixed Deposit Receipts (FDR) directly in favor of CC/exchange. Margin trading account with no transaction, for preferred retention period, shall be settled as per the rules.
6. I/We understand and agree that excess securities (in the form of margin pledge) or any cash equivalent collateral deposited with CC on behalf of me, after adjustment of the 225% of margin liability, need not be unpledged.
7. I/We understand that this authorization may be revoked at any point of time, by giving prior written communication at your registered office.

Yours faithfully,

Signature of Client: _____

## CONSENT FOR AUTHENTICATION

VOLUNTARY

Date: _____

From:

_____

_____

UCC: _____

Demat Account No.: _____

I, the holder of Aadhar Number _____ hereby give my consent to Mehta Vakil & Co. Pvt. Ltd. To obtain my Aadhar Number, Name and Finger print/Iris for authentication with UIDAI.

Mehta Vakil & Co. Pvt. Ltd. has informed me that my identity information would only be used for opening Trading Account / Demat Account and also informed that my biometrics will not be stored/shared and will be submitted to CIDR only for the purpose of authentication.

Signature of Aadhar Number holder/I agree

## ECN AUTHORISATION

VOLUNTARY

From: _____

_____

_____

To,

Date: _____

Dear Sirs,

**Sub: Mandate to issue contract notes in digital format & other communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices etc.) through an E-Mail**

I / We hereby agree and consent to accept the contract notes for transactions carried on by us/me on BSE, NSE with you, in terms of the mandatory & voluntary client registration document entered into between us/me, in digital form. Digital contracts issued by you as per the terms and conditions specified herein shall be binding on me/us. The mandate is subject to terms and conditions mentioned herein below.

Terms and conditions for issuance of contract notes in digital form between us :-

1. Digital Contract Notes in the format as may be prescribed by the Exchange from time to time will be mailed to me/us on the E-mail address provided to you.
   You can also send me/us my/our margin statement in digital form with contract notes.
2. I / we undertake to check the contract notes and bring the discrepancies to your notice preferably with in 24 hours of such issuance of contract notes. My /our non-verification or not accessing the contract notes on regular basis shall not be a reason for disputing the contract note at any time.
3. In case of any failure in system or errors in digital contract notes, or bouncing of email contract notes will be issued in physical form, which shall be binding on the client.
4. Discrepancies, if any, should be sent on E-mail: bsecomplaints@mehtavakil.com, nsecomplaints@mehtavakil.com preferably within 24 hours of issuance of digital contract notes.
5. Clients can view the digital contract notes using the username & password through the web-site apart from the contract notes sent to the client through mail.
6. The Digital contract notes will be archived at an interval of 3 months. If the client intends to view the digital contract notes for a period prior to 3 months client may request for the same in writing.
7. The contract notes will be issued in digital form in compliance with the guidelines issued by SEBI / Exchanges from time to time.
8. It will be client's responsibility to regularly check the mailbox and keeping the storage space for new email messages.
9. Any changes in the terms and conditions shall be intimated from time to time. As per applicable laws rules and regulations of Exchange, SEBI.
10. Non-receipt of bounced mail notification by the trading member shall amount to delivery of contract note & other electronic documents at the e-mail ID of client.
11. Digital Contract Notes will also be available at our Web-site: www.mehtavakil.com
12. Any changes in the E-mail ID shall be communicated by us / me through a physical letter.

**Other Communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices etc.)**

You can send me various documents like Daily margin statement, Statement of funds & securities, Account confirmations, bills, notices etc. through an E-mail ID mentioned in this letter.

These instructions to issue digital contract notes & other communications are applicable with immediate effect. These instructions are several to all parties mentioned above.

My/Our E-mail ID _____

My/Our Alternative E-mail ID _____

Yours faithfully,

☞

(Client Signature)

Client Code : (customer ID)

## Declaration for Anti - Money Landering Policy

VOLUNTARY

To,
**Mehta Vakil & Co. Pvt. Ltd.**
61, 6th Floor, Maker Chamber III,
223, Nariman Point, Mumbai - 400 021.

Dear Sir,

1. I hereby confirm that I shall comply with guidelines issued by SEBI, RBI, BSE, NSE from time ot time.
2. I hereby confirm that I am the sole beneficiary of all transactions, carried out in the trading and demat account & no other person directly or indirectly or indirectly has a beneficial interest in the account.
3. I hereby confirm that I have not been associated in any civil/criminal proceedings including fraud or money laundering in any court of law, nor I have been declared insolvent by any court.
4. I hereby declare that I have not been involved in any terrorist activity & I have not been declared as defaulter or my name is not appearing in defaulter database as per SEBI/ various Exchanges / Regulatory Bodies / CIBIL etc.

Thanking you,
Yours faithfully,

Signature of the Client: _____

Name of the Client: _____

Date: _____

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## Risk Assessment of Client in terms of PMLA 2002

| Type of Client | High Risk | Low Risk | Medium Risk | CSC (Client Special Category) | PEP (Politically Exposed Person) |
|---|---|---|---|---|---|

at the time of account opening

Categorisation of client would be changed only if there is change based on risk assessment of the client during his dealings with Mehta Vakil & Co. Pvt. Ltd.

**For Mehta Vakil & Co. Pvt. Ltd.**

Director/Authorised Signatory

VOLUNTARY

**Family Declaration - Email/Mobile Updation in Family Codes**

**(Compulsory in case having common email & mobile in more than one account in Mehta Vakil & Co. Pvt. Ltd.)**

**To,**

**Date:** _____

**MEHTA VAKIL & CO. PVT. LTD.**
61, 6th Floor, Maker Chamber III,
223, Nariman Point, Mumbai - 400 021.

Dear Sir/Madam,

**Subject: Family Declaration for registering common Mobile/Email details**

I request you to register the following mobile number and/or email id in my demat and/or trading account(s) to be opened with you.

Mobile No.:_____ Email ID:_____

I and my family members hereby request that mobile number and email id, as mentioned above shall be considered in your records for the purpose of receiving communication from Mehta Vakil & Co. Pvt. Ltd. or Stock Exchanges/ Depositories with regard to trading/demat transactions executed by me/us through Mehta Vakil & Co. Pvt. Ltd.

This facility shall be provided to me/us as an additional, for my/our convenience of receiving transaction details at a single mobile number and e-mail id. I/We understand that this facility is availed only by the family memberswhere "family"means self, spouse, dependent children and dependent parents. (As per the SEBI Guidelines).

| Sr. No. | Client Name | Trading Code | BO ID | Relationship | Signature |
|---|---|---|---|---|---|
| 1. | | | | Self | |
| 2. | | | | Dependent Parent - Mother | |
| 3. | | | | Dependent Parent - Father | |
| 4. | | | | Spouse | |
| 5. | | | | Dependent Daughter | |
| 6. | | | | Dependent Son | |
| 7. | | | | | |
| 8. | | | | | |

Thanking You,

| | First/Sole Holder | Second Holder | Third Holder |
|---|---|---|---|
| Name | | | |
| Signature | ✍ | ✍ | ✍ |

(in case of demat account having joint holders, all holders need to sign)

## HUF DECLARATION

FORMAT

Date:

To,

**Mehta Vakil & Co. Pvt. Ltd.**

61, 6th Floor, Maker Chamber III,

223, Nariman Point, Mumbai - 400 021.

Dear Sir,

I hereby request you to open our trading account with you, for our HUF.

Being Karta of my family, I hereby declare that following is the list of family members in our HUF, as on date of Application, i.e._____.

| SR. NO. | NAME OF FAMILY MEMBERS | SEX | RELATIONS | DATE OF BIRTH | CO-PARCENERS SIGN. |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Name & dates of birth of minor co-oparceners**

| SR. NO. | NAME OF FAMILY MEMBERS | SEX | RELATIONS | DATE OF BIRTH |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

I hereby also declare that the particulars given by me as stated above are true to the best of my knowledge as on date for making this Application to open Account.

I agree that any false/misleading information given by me or suppression of any material information will render my said account liable for termination and further action. Further, I agree that I will immediately intimate any death/s or birth/s in the family as it changes the constitution of the HUF.

Thanking you,

Yours truly,

_____

Signature of Karta (Please Affix the stamp of HUF)

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## Declaration to be given by partnership on Letter head of the firm

FORMAT

Date:

To,

**Mehta Vakil & Co. Pvt. Ltd.**

61, 6th Floor, Maker Chamber III,

223, Nariman Point, Mumbai - 400 021.

Dear Sir,

We refer to the trading account being opened/opened with you in the name _____ and declare and authorize you as under.

We recognize that a beneficiary account cannot be opened with a depository participant in the name of a partnership firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the securities transfer obligations pursuant to the trading operations, we authorize you to recognize the beneficiary account No. _____ with depository _____ opened as a joint account in the names of the partner of the firm.

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

We hereby authorize _____, partner in the firm to execute / sign and submit such documents, agreements, deeds etc. as any be necessary to enter into the agreement and engage in business with **Mehta Vakil & Co. Pvt. Ltd.** and to place order for buying and selling of securities, sell, purchase, transfer, endorse, negotiate and do other things that may be necessary to engage in business on behalf of the partnership and to sign the authority letter.

| Name of Partners (In Block Letters) | Signatures |
|---|---|
| | |
| | |

## FORMAT OF RESOLUTION

**ON LETTERHEAD OF COMPANY**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ AT THEIR MEETING HELD ON _____.

RESOLVED THAT the Company do place orders with/give instructions to _____ for buying and selling index/ stocks based futures and options on the derivatives segment of BSE/NSE and buying and selling of securities in cash segment of BSE/NSE.

RESOLVED FURTHER THAT any one of the following Directors/Executives/Officers of the Company, whose specimen signatures are appended here under.

| No. | Name of Authorised person | Specimen Signature |
|---|---|---|
| | | |
| | | |
| | | |

Be and are hereby authorized severally to

1. Sign, execute and deliver orders, instructions letters, notes, contracts, share transfer forms and such other documents as may considered necessary from time to time for the aforesaid purpose, and
2. Take all such actions and do all such things, as may be deemed prudent, necessary and expedient for giving effect to the above resolution from time to time.

RESOLVED FURTHER THAT the above resolution shall remain effective and in force till such time as a fresh resolution canceling or amending the same is passed by the Board of Directors of the Company is furnished to _____.

RESOLVED FURTHER THAT a copy of the above resolution duly certified as true by any one of the Directors of the Company be furnished to _____ and such other parties as may be required from time to time.

CERTIFIED TRUE COPY

_____

Director

---

**ON THE LETTER HEAD OF COMPANY:**
(For Corporates)

**FORMAT**

Certificate dated_____

submitted by _____ to

SHARE HOLDING PATTERN of _____ as on _____

EQUITY / PREFERENCE (Please indicate and use separate sheets for equity / preference shares)

| Sr. No. | Name $ | Number of shares held | Face value per share | Amt Paid up (Rs. in lakh) | % of total |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| Others | | | | | |
| TOTAL | | | | | 100 % |

$ All initials to be expanded

Date:

Place:

Company Secretary/Whole Time Director/Managing Director

## THIS IS MUST READ FOR EVERYBODY DEALING IN STOCK MARKET

**Because ignorance of law is not an excuse in the court of law**

- Due to the tightened security and increased vigilance in the wake of threats emanating from increasing terrorism, any failure on our part to discharge our duties cast on us under the applicable laws or we becoming an instrumental or a part of the chain in certain transaction, even if unknowingly or ignorantly, **may land us in trouble**.
- There is an Act called **Prevention of Money Laundering Act 2002. (PMLA)**
- The purpose of this act is to prevent the financing of terrorism and to prevent laundering of money i.e. to legalize or officialize or canalize the money generated from illegal activities like drug trafficking, organized crimes, hawala rackets and other serious crimes.
- This act is a part of the Global measures being taken by all the countries under the initiatives of UN agencies.
- It is applicable to all SEBI Registered brokers/sub-brokers and other financial institution who are dealing in any kind of financial assets.
- It is an obligation of the entities to whom this Act is applicable, to report certain kind of transactions routed through them to FINANCIAL INTELIGENCE UNIT, a department specially set up to administer this Act under the Ministry of Finance.
- The transactions which are supposed to be reported are cash transactions above rupees ten lakhs or series of cash transactions below ten lakhs but aggregating to above ten lakhs in a month or its equivalent in any foreign currency and the transactions which may not be in cash but suspicious in nature.
- Any such above types of transaction, though not executed but attempted and failed are also required to be reported.
- The suspicious transaction can be related to the transaction under the circumstances such as;
  - Clients whose identity verification seems difficult or clients that appear not to cooperate
  - Asset management services for clients where the source of the funds is not clear or not in keeping with clients apparent standing /business activity;
  - Clients based in high risk jurisdictions;
  - Substantial increases in business without apparent cause;
  - Clients transferring large sums of money to or from overseas locations with instructions for payment in cash;
  - Attempted transfer of investment proceeds to apparently unrelated third parties;
  - Businesses undertaken by offshore banks/financial services,
  - Businesses reported to be in the nature of export/import of small items.
  - Unusual transactions by Clients of Special Categories (CSCs).
- Clients of Special Categories may include;
  - NRI/HNI/Trust/Charities/NGO/Organizations receiving donations
  - Companies having close family shareholdings or beneficial ownership
  - Politically Exposed Persons
  - Companies offering foreign exchange offerings
  - Clients in high risk countries
  - Non face to face clients
  - Clients with dubious reputation as per public information available
- No trading or demat account can be opened in the name of entity whose name is listed on the banned entity list being maintained at United Nation's website at http://www.un.org/sc/committees/1267/consolist.shtml.
- While opening the new accounts all the prescribed procedures of KYC and Client Identifications should strictly be followed in the context of ensuring the compliance under this act.
- All the records of transactions and client identifications must be preserved in a manner which can be promptly retrieved and reported to the authorities in the specified format.

- This is the highlights of the requirements under the Act. Subbrokers / Authorised Persons / Remissers are advised to go through the SEBI's master circular at http://www.sebi.gov.in/circulars/2010/mastercircular/MasterCircular.pdf for detailed information and understanding and also to visit the website of FIU-IND at http://fiuindia.gov.in
- The end clients are advised to co-operate with us by providing the additional information / documents, if asked for during the course of your dealings with us to ensure the compliance requirements under this Act.
- As a responsible citizen, it is our statutory as well as moral duty to be vigilant and to refrain from temptation of easy monetary gains, by knowingly or unknowingly supporting the people who are involved in the activities which are endangering our freedom and causing damage to the nation and to us as well.
- For any further clarifications or information of subject, MEHTA VAKIL & CO. PVT. LTD. executives may be contacted on 022-2272 1082.

For **MEHTA VAKIL & CO. PVT. LTD.**

Director/Authorised Signatory

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**Confirmation of Receipt of executed documents**

Dear Sir,

With reference to my/our registration as Client with you, I/We hereby confirm that I/We have received copies of the Know Your Client Form (KYC), Rights & Obligations, Risk Disclosure Documents (RDD) & all other executed documents.

Name:_____

Client Code:_____

Signature of Client:_____

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Received nomination from: **ACKNOWLEDGEMENT RECEIPT**

| DP ID | 1 | 2 | 0 | 1 | 9 | 7 | 0 | 0 | Client ID | 0 | 0 | | | | | | | UCC | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Name | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | | | | | |
| Nomination in favour of | | | | | | | | | | | | | | | | | | | |
| First Nominee | | | | | | | | | | | | | | | | | | | |
| Second Nominee | | | | | | | | | | | | | | | | | | | |
| Third Nominee | | | | | | | | | | | | | | | | | | | |
| No Nomination | ❑ Does not wish to nominate | | | | | | | | | | | | | | | | | | |
| Registration No. | | | | | | | | | Registered on | D | D | M | M | Y | Y | Y | Y | | |

**For MEHTA VAKIL & CO. PVT. LTD.**

(Authorised Signatory)

## FATCA/CRS DETAILS

| Client Code | Date: _____ |
|---|---|

The below information is required for all applicant(s) / guardian / PoA holder.

| Sr. No. | Details | |
|---|---|---|
| 1 | Are You a Tax Resident of Country other than India? | ☐ Yes ☐ No |
| 2 | Is your Country of Birth/Citizenship other than India? | ☐ Yes ☐ No |
| 3 | Is your Residence address/Mailing address other than in India? | ☐ Yes ☐ No |
| 4 | Is the POA holder/person to whom signatory authority is given, covered under any of the categories 1, 2 or 3 above? | ☐ Yes ☐ No |

If you have answered YES to any of above, please provide the below details

| Sr. No. | Details | |
|---|---|---|
| 1 | Country of Residence | |
| 2 | Nationality | |
| 3 | Tax Identification No. or Reason for not providing TIN | |
| 4 | Identification Type (TIN or Other, please specify) | |
| 5 | Residence address for tax purposes (include City, State, Country & Pin code) | |
| 6 | Address Type ❑ Residential ❑ Business ❑ Regd. Office | |
| 7 | City of birth | |
| 8 | Country of birth | |

**Certification:** I/We have understood the information requirements of this Form (read along with the FATCA/CRS Instructions), and hereby certify that the information provided by me/us on this Form is true, correct, and complete. I/We also confirm that I/We have read and understood the FATCA/CRS Terms and Conditions and hereby accept the same.

I/We agree to indemnify Mehta Vakil & Co. Pvt. Ltd. in respect of any false, misleading, inaccurate and incomplete information regarding my/our "U.S. person" status for U.S. federal income tax purposes or in respect of any other information as may be required under applicable tax laws.

| | Applicant / Guardian Applicant |
|---|---|
| Name | |
| Signature | ☞ |
| PAN | |

**FATCA-CRS Instruction**

**Details under FATCA/CRS/Foreign Tax Laws:** The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income Tax Rules 1962, which Rules require Indian financial institutions to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In certain circumstances (including if we do not receive a valid self -certification from you) we may be obliged to share information on your account with relevant tax authorities/appointed agencies. If you have any questions about your tax residency, please contact your tax advisor. Should there be any **change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.** Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. As may be required by domestic or overseas regulators/ tax authorities, we may also be constrained to withhold and pay out any sums from your account or close or suspend your account(s).

## Annexure-A
## Investor Charter – Stock Brokers

**VISION**

To follow highest standards of ethics and compliances while facilitating the trading by clients in securities in a fair and transparent manner, so as to contribute in creation of wealth for investors.

**MISSION**

i) To provide high quality and dependable service through innovation, capacity enhancement and use of technology.
ii) To establish and maintain a relationship of trust and ethics with the investors.
iii) To observe highest standard of compliances and transparency.
iv) To always keep 'protection of investors' interest' as goal while providing service.

**Services provided to Investors**

- Execution of trades on behalf of investors.
- Issuance of Contract Notes.
- Issuance of intimations regarding margin due payments.
- Facilitate execution of early pay-in obligation instructions.
- Settlement of client's funds.
- Intimation of securities held in Client Unpaid Securities Account (CUSA) Account.
- Issuance of retention statement of funds.
- Risk management systems to mitigate operational and market risk.
- Facilitate client profile changes in the system as instructed by the client.
- Information sharing with the client w.r.t. exchange circulars.
- Redressal of Investor's grievances.

**Rights of Investors**

- Ask for and receive information from a firm about the work history and background of the person handling your account, as well as information about the firm itself.
- Receive complete information about the risks, obligations, and costs of any investment before investing.
- Receive recommendations consistent with your financial needs and investment objectives.
- Receive a copy of all completed account forms and agreements.
- Receive account statements that are accurate and understandable.
- Understand the terms and conditions of transactions you undertake.
- Access your funds in a timely manner and receive information about any restrictions or limitations on access.
- Receive complete information about maintenance or service charges, transaction or redemption fees, and penalties.
- Discuss your grievances with compliance officer of the firm and receive prompt attention to and fair consideration of your concerns.

**Various activities of Stock Brokers with timelines**

| S.No. | Activities | Expected Timelines |
|---|---|---|
| 1. | KYC entered into KRA System and CKYCR | 10 days of account opening |
| 2. | Client Onboarding | Immediate, but not later than one week |
| 3. | Order execution | Immediate on receipt of order, but not later than the same day |
| 4. | Allocation of Unique Client Code | Before trading |
| 5. | Copy of duly completed Client Registration Documents to clients | 7 days from the date of upload of Unique Client Code to the Exchange by the trading member |
| 6. | Issuance of contract notes | 24 hours of execution of trades |
| 7. | Collection of upfront margin from client | Before initiation of trade |
| 8. | Issuance of intimations regarding other margin due payments | At the end of the T day |
| 9. | Settlement of client funds | 30 days / 90 days for running account settlement (RAS) as per the preference of client.<br>If consent not given for RAS – within 24 hours of pay-out |
| 10. | 'Statement of Accounts' for Funds, Securities and Commodities | Weekly basis (Within four trading days of following week) |

| S.No. | Activities | Expected Timelines |
|---|---|---|
| 11. | Issuance of retention statement of funds/ commodities | 5 days from the date of settlement |
| 12. | Issuance of Annual Global Statement | 30 days from the end of the financial year |
| 13. | Investor grievances redressal | 30 days from the receipt of the complaint |

## DOs and DON'Ts for Investors

| DOs | DON'Ts |
|---|---|
| 1. Read all documents and conditions being agreed before signing the account opening form.<br>2. Receive a copy of KYC, copy of account opening documents and Unique Client Code.<br>3. Read the product/operational framework/timelines related to various Trading and Clearing & Settlement processes.<br>4. Receive all information about brokerage, fees and other charges levied.<br>5. Register your mobile number and email ID in your trading, demat and bank accounts to get regular alerts on your transactions.<br>6. If executed, receive a copy of Power of Attorney. However, Power of Attorney is not a mandatory requirement as per SEBI/Stock Exchanges. Before granting Power of Attorney, carefully examine the scope and implications of powers being granted.<br>7. Receive contract notes for trades executed, showing transaction price, brokerage, GST and STT etc. as applicable, separately, within 24 hours of execution of trades.<br>8. Receive funds and securities/commodities on time within 24 hours from pay-out.<br>9. Verify details of trades, contract notes and statement of account and approach relevant authority for any discrepancies. Verify trade details on the Exchange websites from the trade verification facility provided by the Exchanges.<br>10. Receive statement of accounts periodically. If opted for running account settlement, account has to be settled by the stock broker as per the option given by the client (30 or 90 days).<br>11. In case of any grievances, approach stock broker or Stock Exchange or SEBI for getting the same resolved within prescribed timelines. | 1. Do not deal with unregistered stock broker.<br>2. Do not forget to strike off blanks in your account opening and KYC.<br>3. Do not submit an incomplete account opening and KYC form.<br>4. Do not forget to inform any change in information linked to trading account and obtain confirmation of updation in the system.<br>5. Do not transfer funds, for the purposes of trading to anyone other than a stock broker. No payment should be made in name of employee of stock broker.<br>6. Do not ignore any emails/SMSs received with regards to trades done, from the Stock Exchange and raise a concern, if discrepancy is observed.<br>7. Do not opt for digital contracts, if not familiar with computers.<br>8. Do not share trading password.<br>9. Do not fall prey to fixed/guaranteed returns schemes.<br>10. Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks/securities promising huge profits.<br>11. Do not follow herd mentality for investments. Seek expert and professional advice for your investments. |

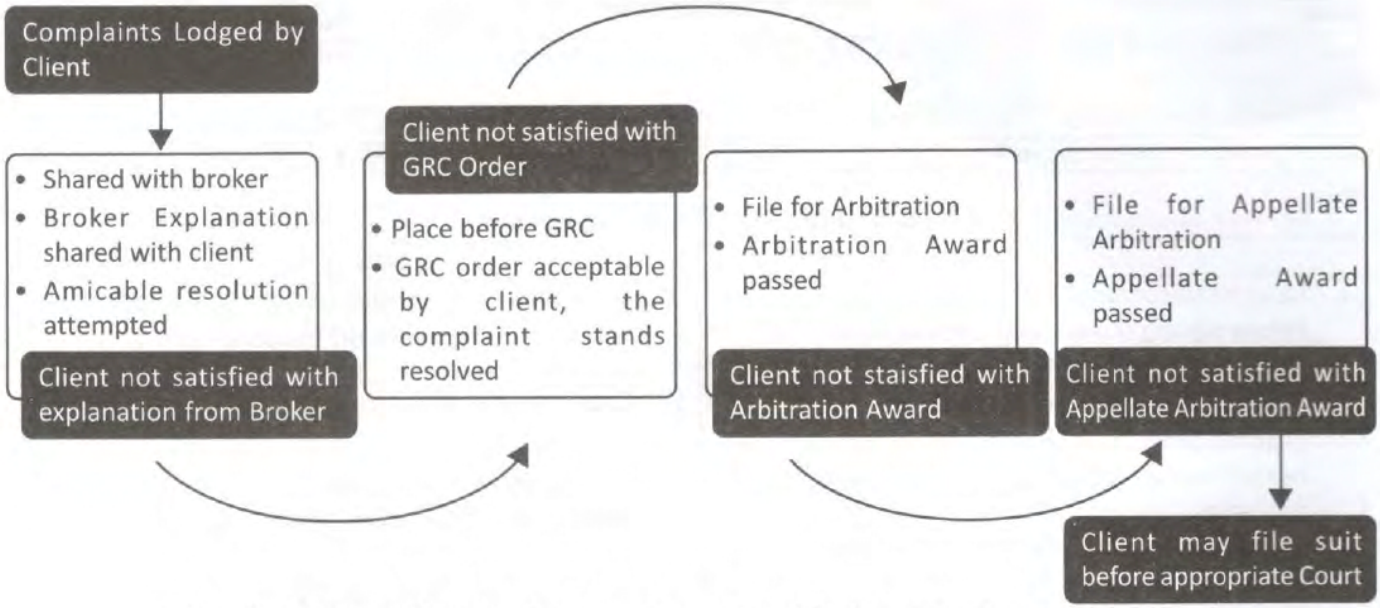
**Grievance Redressal Mechanism**

**Level 1** – Approach the Stock Broker at the designated Investor Grievance e-mail ID of the stock broker. The Stock Broker will strive to redress the grievance immediately, but not later than 30 days of the receipt of the grievance.

**Level 2** – Approach the Stock Exchange using the grievance mechanism mentioned at the website of the respective exchange.

**Level 3** – The complaint not redressed at Stock Broker/Stock Exchange level, may be lodged with SEBI on SCORES (a web based centralized grievance redressal system of SEBI) @ https://scores.gov.in/scores/Welcome.html

Complaints Resolution Process at Stock Exchange explained graphically:




**Timelines for complaint resolution process at Stock Exchanges against stock brokers**

| S.No. | Type of Activity | Timelines for activity |
|---|---|---|
| 1. | Receipt of Complaint | Day of complaint (C Day) |
| 2. | Additional information sought from the investor, if any, and provisionally forwarded to stock broker. | C + 7 Working days. |
| 3. | Registration of the complaint and forwarding to the stock broker. | C + 8 Working Days i.e. T day. |
| 4. | Amicable Resolution. | T + 15 Working Days. |
| 5. | Refer to Grievance Redressal Committee (GRC), in case of no amicable resolution. | T + 16 Working Days. |
| 6. | Complete resolution process post GRC. | T + 30 Working Days. |
| 7. | In case where the GRC Member requires additional information, GRC order shall be completed within. | T + 45 Working Days. |
| 8. | Implementation of GRC Order. | On receipt of GRC Order, if the order is in favour of the investor, debit the funds of the stock broker. Order for debit is issued immediately or as per the directions given in GRC order. |
| 9. | In case the stock broker is aggrieved by the GRC order, will provide intention to avail arbitration | Within 7 days from receipt of order |
| 10. | If intention from stock broker is received and the GRC order amount is upto Rs. 20 lakhs | Investor is eligible for interim relief from Investor Protection Fund (IPF).The interim relief will be 50% of the GRC order amount or Rs.2 lakhs whichever is less. The same shall be provided after obtaining an Undertaking from the investor. |
| 11. | Stock Broker shall file for arbitration | Within 6 months from the date of GRC recommendation |
| 12. | In case the stock broker does not file for arbitration within 6 months | The GRC order amount shall be released to the investor after adjusting the amount released as interim relief, if any. |

**Handling of Investor's claims/complaints in case of default of a Trading Member/Clearing Member (TM/CM)**

**Default of TM/CM**

Following steps are carried out by Stock Exchange for benefit of investor, in case stock broker defaults:

- Circular is issued to inform about declaration of Stock Broker as Defaulter.
- Information of defaulter stock broker is disseminated on Stock Exchange website.
- Public Notice is issued informing declaration of a stock broker as defaulter and inviting claims within specified period.
- Intimation to clients of defaulter stock brokers via emails and SMS for facilitating lodging of claims within the specified period.

Following information is available on Stock Exchange website for information of investors:

- Norms for eligibility of claims for compensation from IPF.
- Claim form for lodging claim against defaulter stock broker.
- FAQ on processing of investors' claims against Defaulter stock broker.
- Provision to check online status of client's claim.

# MEHTA VAKIL & CO. PVT. LTD.

| Particular | Date | Name | Signature |
|---|---|---|---|
| Despatch Record | | | |
| Received Record | | | |
| Checked Record | | | |
| Account Opening Record | | | |
| Auditor Record | | | |
| | | | |

Remark :

## Most Important Terms and Conditions (MITC)

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..

UCC : _____

NAME : _____

SIGNATURE :

**MEMBER: BSE, NSE, CDSL**
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

# TRADING PREFERENCES

| | |
|---|---|
| DATE | |
| CLIENT CODE | |
| CLIENT NAME | |

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

| EXCHANGES | BSE | | NSE | | |
|---|---|---|---|---|---|
| ALL SEGMENTS | CASH | F&O | CASH | F&O | SLB |
| | | | | | |

If you do not wish to trade in any of the segments, please mention here

1._____

2._____

3._____

4._____

Signature

**MEMBER: BSE, NSE, CDSL**
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

# Voluntary freezing / blocking the online access of trading accounts

With reference to requirements of SEBI circular ref. SEBI/HO/MIRSD/POD-1/P/CIR/2024/4 dated 12-Jan-2024 and instructions given by the Market Infrastructure Institutions (MIIs) from time to time, the following facility of voluntary freezing/ blocking of online access to trading accounts is issued:

1. Client may send email to the dedicated email ID "stoptrade@mehtavakil.com" or send a WhatsApp message on +91 7021533098

2. The trading account online access will be blocked and intimation/ acknowledgment will be issued to the client on their registered email within the regulatory timelines along with information as required by law like confirmation on freezing/blocking, confirmation on cancellation of all the pending orders, details of open positions, if any, along with the contract expiry information

3. To re-enable access, clients would need to contact Corporate Office either directly or through their dealer/ Authorized Person. On being satisfied online access will be enabled.

For,
Mehta Vakil & Co. Pvt. Ltd.

Jayesh J. Mehta – Director
Date : 01/07/2024.
Place : Mumbai.

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

| Scenario | Timelines for issuing acknowledgement as well as freezing/ blocking of the online access of the trading account. |
|---|---|
| Request received during the trading hours and within 15 mins before start of trading. | Within 15 Mins |
| Request received after the trading hours and 15 min before the start of trading. | Before the start of next trading session |

Trading hours shall be as follows:

1. Capital Market Segment: 9.15 am to 3.30 pm, Equity Derivatives Segment: 9.15 am to 3.30 pm, Currency Derivatives Segment: 09.00 am to 05.00 pm, Commodity Derivatives Segment: 09.00 am to 11:30 pm.

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

# MEHTA VAKIL & CO. PVT. LTD.
# RISK MANAGEMENT POLICY

Background

This Client Risk Management policy (CRMP)is issued to meet inter alia

- Directions of Securities and Exchange Board of India (SEBI)
- Directions issued by Market Infrastructure Institutions (Mlls)
- Internal good practices.

MEHTA VAKIL & CO. PVT. LTD. is a member of the BSE Limited (BSE) and National Stock Exchange of India Limited (NSE) and is registered with SEBI as a stockbroker with SEBI Registration Number INZOC0233031. MEHTA VAKIL&CO. PVT. LTD. is currently active in the Cash Market, Securities Lending and Borrowing and the Futures and Options/ Equity Derivatives Segment.

Various clients trade with MEHTA VAKIL & CO. PVT. LTD. To manage the risk of such trading and to comply inter alia with the requirements of law, the following updated Client Risk Management Policy is being issued for the knowledge and information of the clients, employees, Authorized Persons and Other stakeholdersof MEHTA VAKIL CO. PVT. LTD.

1. Risk Officers

Mr. Jayesh Mehta, Designated Director has been designated as the Chief Risk Officer (CRO) of MEHTA VAKIL& CO.PVT.LTD. All decisions relating to risk matters will be taken by CRO. rhe decision of the CRO for the purpose Of Risk Management shall be final in all respects.

2. limits setting

- All clients are required to provide:
- 100% funds before purchasing the securities in cash segment
- Advance early pay-in of securities before selling securities in the cash segment
- 100% margins before trading in the equity derivative segment in 50:50 cash nan-cash ratio and limits will be set accordingly. Orders not fulfilling the above criteria may be rejected on the ground of "not as per CRMP".

However, CRO may at their discretion permit additional trades/ exposure based on the following parameters:

Where client has given/ executed power Of Attorney/ Demat Debit and Pledge Instruction (POA/DDPI) in favour of MEHTA & CO. PVT. LTD.

Based on the past relationship, trading behavior Of the clic•nt, the known financial standing and the value Of collateral deposited/ lying with Mehta Vakil& Co. Pvt. Ltd.

However, the CRO may not permit any additional exposure which does not meet the regulatory minimum margins norms, as applicable from time to time.

3. Restriction of further exposure on T +5 Days

For any client continuously in debit for more than 5 days, further buying/ exposure wou.d be stopped and only sale/ exposure reduction will be permitted till debit is cleared.

4. Non meeting of settlement obligations

Wherever settlement obligations are not met per the WI deadlines. MEHIA VAKIL CO. PVT. will square up the positions/sell collateral in the market after giving notice the day prior.

CRO may at their discretion give extra time (to the extent permitted bv law) to meet the settlement obligations based on request (one time or standing) made by the clients to MEHTA VAKIL & CO. PVT. LTD. / its dealers/ its Authorized Persons.

In case of account still being in debit post square up the positions/ selling of collateral, notices to be issued and

thereafter arbitration will be filed against the clients.

5. Transfer of Securities

In case Of Securities not fully paid up, the securities will be transferred in the form Of Client unpaid Securities Pledgee Account (CUSPA) pledge to the client demat account. The dents will have an alternate option (where permitted by law) to provide the securities in the form of a Margin pledge as an alternative to CUSPA pledge.

6. Voluntary freezing / blocking the online access of trading accounts Per the requirements of SEBI circular ref. SEBI/HO/MIRSD/POD-1/P/CIR/2024/4 dated 12.'an-202a and instructions given by the Market Infrastructure Institutions (MIE) from time to time, the following facility Of voluntary freezing/ blocking of online access to trading accounts is issued:

1. Client may send email to the dedicated email "stoptrade@mehtavakil.com.com" or send a WhatsApp message on +917021533098

2. The trading account online access will be blocked and intimation/ acknowledgment will be to the client on their registered email within the regulatory timelines alone with information as required by law like confirmation on freezing/blocking, confirmation on cancellation of all the pending orders. Details of open positions, if any along the contract expiry information

3. To re-enable access, clients would need to contact their CRO either directly or through their dealer/ Authorized person. On being satisfied, CRO will approve re-enabling online access.

7. Large Value Orders in Offer for Sale (OFS) Segment

For the purpose of risk management and supervisory oversight, any order placed on behalf of a client in the Offer for Sale (OFS) segment having an order value exceeding ₹5,00,000 (Rupees Five Lakhs) shall be classified as a Large Value Order.

The following controls shall be implemented for such orders:

1. All Large Value Orders shall be subject to additional supervisory review by the Chief Risk Officer (CRO) or an authorised person designated by the CRO.

2. The order value shall be determined based on the bid price multiplied by the quantity of securities bid for.

2. The CRO shall have the authority to seek additional information, restrict or reject any OFS order wherever considered necessary from a risk management or compliance perspective.

8. Approval

This revised policy has been reviewed on 09/04/2026 and approved at a meeting of the Directors of MEHTA & CO. PVT. LTD. held on 13-04-2026.

For,
MEHTA VAKIL & CO. PVT. LTD.




Jayesh J. Mehta - Director

**SURVEILLANCE POLICY**

With respect to the transactional alerts being downloaded from the Exchanges/generated by the Company, the following activities will be carried out based on UCC parameters:

**Client(s) Information**

Due Diligence of its client(s) will be carried out on a continuous basis. It will also be ensured that key KYC parameters are updated on a continuous basis as prescribed by SEBI and latest information of the client is updated in UCC database of the Exchange. Based on this information, the Company will establish groups / association amongst clients to identify multiple accounts / common account / group of clients.

**Analysis**

In order to analyze the trading activity of the Client(s) / Group of Client(s) or scrip identified based on above alerts, Company will:

A. Seek explanation from such identified Client(s) / Group of Client(s) for entering into such transactions.

B. Seek documentary evidence such as bank statement / demat transaction statement or any other documents to satisfy itself:

i) In case of funds, Bank statements of the Client(s) / Group of Client(s) from which funds pay- in have been met, to be sought. In case of securities, demat account statements of the Client(s)/Group of Client(s) from which securities pay-in has been met, be sought.

ii) The period for such statements may be at least +/- 15 days from the date of transactions to verify whether the funds / securities for the settlement of such trades actually belongs to the client for whom the trades were transacted.

C. After analyzing the documentary evidences, the Company will record its observations for such identified transactions or Client(s)/Group of Client(s).

D. In case adverse observations are recorded, the Company will report all such instances to the Exchange within reason able time of alert generation. The Company may seek extension of the time period from the Exchange, wherever re quired.

**Monitoring and reporting**

Following procedure will followed for monitoring and reporting of alerts:

A. Receipt of Alerts from Exchanges / generated

B. Time frame for disposition of alerts and if there is any delay in disposition, reason for thesame shall be documented.

C. Suspicious / Manipulative activity identification and reporting process

D. Record Maintenance

E. A quarterly MIS shall be put up to the Board on the number of alerts pending at the beginning of the quarter, generated during the quarter, disposed off during the quarter and pending at the end of the quarter. Reasons for pendency shall be discussed and appropriate action will be taken. The Board shall be apprised of any exception noticed during the disposition of alerts.

F. The surveillance process shall be conducted under overall supervision of its Compliance Officer.

G. Compliance Officer will be responsible for all surveillance activities carried out by the Company and for the record maintenance and reporting of such activities.

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

H. Based on facts and circumstances, the Company will exercise its independent judgment and will take adequate pre caution.

This policy shall be approved by Board.

Last Review on 09/04/2026

Approved by Board on 13/04/2026

For, Mehta Vakil & Co Pvt Ltd

For MEHTA VAKIL & CO. PVT LTD
DIRECTOR

MEHTA VAKIL & CO. PVT. LTD. Mumbai

Jayesh J. Mehta – Director.

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

# INACTIVE CLIENT POLICY

A. Definition of Inactive Trading Account

In case of trading account, the term inactive account refers to such account wherein any of below mentioned activities has not been carried out by client since last 24 (Twenty- Four) months:

1. Trading or participation in OFS/buy-back/Open O□er across any of the exchanges / segments of the exchanges through Mehta Vakil & Co. Pvt. LTd. or

2. Transaction in nature of applying/ subscribing IPOs (where the IPO bid is successful & not cancelled)/ SGBsthrough the same Member or

3. Modification/ updation of e-mail Id/ Mobile Number/ Address in KYC record of client through Mehta Vakil & Co. Pvt. Ltd. and the same has been uploaded to KRA to ensure Validated/ Registered status.

B. Flagging

The inactive accounts identified based on the above criteria shall be flagged as 'Inactive' by Mehta Vakil & Co. Pvt. Ltd. in UCC database of all the respective Exchanges.

C. Reactivation

In case the client who is flagged as inactive seeks re-activation of the trading account, Mehta Vakil & Co. Pvt. Ltd., while reactivating the said client, shall:

1. Seek confirmation from the client if there is any change in clients' basic details such as Address, Mobile number, Email ID, Bank/DP account, income, etc. as registered with Mehta Vakil & Co. Pvt. Ltd. (In case of changes in any of the said details, the Member shall seek the updated details along with the necessary documents and update in its records as well in the UCC records of the respective Exchanges.)

2. In case of KRA Validated status or Registered status through same intermediary cases, Mehta Vakil & Co. Pvt. Ltd. may fetch the details along with the necessary documents from the KRA record and display the said details for confirmation of the client and updation in its record. If there is change, then member shall update the UCC records of Exchanges as well as KRA. If client has confirmed that there is no change, Mehta Vakil & Co. Pvt. Ltd. shall maintain the verifiable logs of the same.

3. Notwithstanding anything contained above, in case a client seeks re-activation then Mehta Vakil & Co. Pvt. Ltd. shall verify client status as per KRA and if the client status as per KRA is not validated ( i.e. "On hold"/"Rejected"/"Registered" through other intermediary, etc.) then the member shall seek basic details like Address, Mobile number, Email ID, Bank/DP account, income, etc. along with the necessary documents as required by KRA and upload the same to KRA to ensure validated/registered status as per KRA before permitting client to trade on the Exchanges.

4. Once an inactive trading account is re-activated as per the procedure prescribed in point no. 3 mentioned above, the computation of next 24 months for the purpose of identifying client as inactive in the subsequent period shall be considered from the date of last reactivation of trading account.

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

D. Communication

Mehta Vakil & Co. Pvt. Ltd. may send the communication/notification to the clients prior to flagging theirtrading account as inactive however such communication/notification should not ask the clients to trade in order to prevent their accounts from being flagged as inactive.

Last Review on 09/04/2026

The above policy was approved by Mehta Vakil & Co. Pvt. Ltd. at the Board meeting held on 13 April, 2026

For, Mehta Vakil & Co. Pvt. Ltd.

Jayesh J. Mehta - Director

MEMBER: BSE, NSE, CDSL
Website: www.mehtavakil.com
E-mail: info@mehtavakil.com

Policy on Pre Funded Instruments and Electronic Fund Transfer

If the aggregate value of pre-funded instruments is Rs. 50,000/- or more from client per day per client, we may accept the instruments only if the same are accompanied by the name of the bank account holder and number of the bank account debited for the purpose, duly certified by the issuing bank.

And the mode of certification may include the following either :

a. Certificate from the issuing bank on its letterhead or on a plain paper with the seal of the issuing bank.

b. Certified copy of the requisition slip (portion which is retained by the bank) to issue the instrument.

c. Certified copy of the passbook/bank statement for the account debited to issue the instrument.

d. Authentication of the bank account-number debited and name of the account holder by the issuing bank on the reverse of the instrument.

We also maintain an audit trail of the funds received through electronic fund transfers to ensure that the funds are received from their clients only.

This policy shall be approved by Board. Last Review on 09/04/2026

Approved by Board on 13/04/2026

For,

Mehta Vakil & Co. Pvt. Ltd.

Jayesh J. Mehta – Director.