

Client Code:

Client Name:

# **CLIENT REGISTRATION FORM ( NON – INDIVIDUAL )**

## **SHRIYAM BROKING INTERMEDIARY LIMITED**



**REGISTERED OFFICE:**

404, 4th Floor, Plot-21, 3 Maker Bhavan,  
New Marine Lines,,  
Mumbai 400020  
Tel.:(022) 35130249  
Fax.:(022) 40090621

**Shriyam Broking Intermediary Ltd.**  
**NON-INDIVIDUAL TRADING**  
**ACCOUNT OPENING KIT**  
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**Name of the Stock Broker/ Trading Member/ Clearing Member:  
Shriyam Broking Intermediary Ltd.**

Segment	Bombay Stock Exchange Limited (BSE)	National Stock Exchange of India Limited (NSE)
Capital Market Segment	SEBI Regn. No.: INZ000274033 –July 16,2019	
Futures & Options Segment		

**Registered office address:** 404, 4th Floor, Plot-21, 3 Maker Bhavan New Marine Lines,, Mumbai 400 020.Ph.: 022 35130249, Fax: 022- 40090621.

**Correspondence office address:** 404, 4th Floor, Plot-21, 3 Maker Bhavan New Marine Lines,, Mumbai 400 020.Ph.: 022 35130249, Fax: 022- 40090621.

**Compliance Officer Name:** Yogendra Chaturvedi, Phone No. 022-35130249 & Email id: [yogen@shriyam.com](mailto:yogen@shriyam.com)

**CEO Name:** R.Sundaresan ,Phone no. 022-35130249 & Email id: [sundaresan@shriyam.com](mailto:sundaresan@shriyam.com)

*For any grievance/dispute please contact Shriyam Broking Intermediary Ltd. at the above address or email at [customersgrievance@shriyam.com](mailto:customersgrievance@shriyam.com) or Ph No. 022-35130249. In case not satisfied with the response, please contact the concerned exchange(s):*

*for National Stock Exchange Ltd. at [ignse@nse.co.in](mailto:ignse@nse.co.in) or Ph No. 022-26598190,1800220058*

*for Bombay Stock Exchange Ltd. at [is@bseindia.com](mailto:is@bseindia.com) or Ph No. 022-22728097.*

SCORES website (link: <https://scores.gov.in/scores/Welcome.html>)

**Shriyam Broking Intermediary Ltd.**  
**KNOW YOUR CLIENT (KYC) APPLICATION FORM**

*For Non-Individuals*

Please fill this form in **ENGLISH** and in **BLOCK LETTERS**.

**A. IDENTITY DETAILS**

**1. Name of the Applicant:**

**2. Date of incorporation:** **Place of Incorporation:**

**3. Date of commencement of business:**

**4. a) PAN:** **b) Registration No. (e.g. CIN):**

**5. Status (please tick any one):**

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

**B. ADDRESS DETAILS**

**1. Address for correspondence:**

City/town/village: Pin Code: State: Country:

**2. Contact Details:** Tel. (Off) : Tel. (Res) : Mobile No:

Fax: Email id:

**3. Specify the proof of address submitted for correspondence address:**

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

City/town/village: Pin Code: State: Country:

**C. OTHER DETAILS**

**1. Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors:**

**2. UID of Promoters/Partners/Karta and DIN of whole time directors:**



## DECLARATION

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



Name & Signature of the Authorised Signatory

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

**Shriyam Broking Intermediary Ltd. Is engaged in client based business and proprietary trading as well.**

This disclosure is made in pursuance of SEBI Circular No. SEBI/MRD/SE/Cir-42/2003 dated November 19, 2003 and amendments therein.

## FOR OFFICE USE ONLY

☐ Originals verified and

☐ (Self-Attested) Document copies received

For Shriyam Broking Intermediary Ltd

Name & Signature of the Authorised Signatory

Seal Stamp of the Stock Broker

Date .....

DETAILS OF DIRECTORS / PARTNERS / KARTA / TRUSTEE/AUTHORISED PERSON			
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the photograph
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the photograph
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the photograph
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the photograph
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the photograph
<b>Name</b>			Affix Recent Photograph 
<b>Address</b>			
<b>Income Tax PAN No.</b>	Director/ Whole Time Director/Partner/Karta/Trustee <input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person		
	<b>Tel:</b>	<b>Mobile:</b>	Sign across the

<input type="checkbox"/> Politically Exposed Person <input type="checkbox"/> Related to Politically Exposed Person	photograph
<b>Tel:</b> _____ <b>Mobile:</b> _____	

## Shriyam Broking Intermediary Ltd.

### TRADING ACCOUNT RELATED DETAILS

*For Non- Individuals*

#### A. BANK ACCOUNT(S) DETAILS

Bank Name	Branch Address	Bank Account no.	Account Type: Saving/Current /Others- In case of NRI/NRE/NRO	MICR Number	IFSC code

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

Depository Participant Name	Depository Name (NSDL/CDSL)	Beneficiary name	DP ID	Beneficiary ID (BO ID)

#### 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.*

Exchanges	Segments	
National Stock Exchange of India Ltd. (NSE)	Cash <input type="checkbox"/>	F&O <input type="checkbox"/>
Bombay Stock Exchange Ltd. (BSE)	Cash <input type="checkbox"/>	F&O <input type="checkbox"/>

*# 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.*

#### D. PAST ACTIONS

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

#### E. DEALINGS 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: .....Fax: ..... Website: .....
- Whether dealing with any other stock broker/sub-broker (if 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: .....

## F. ADDITIONAL DETAILS

- Whether you wish to receive physical contract note or Electronic Contract Note (ECN)  
(Please specify): ..... Specify your Email id, if applicable:  
1) ..... 2) .....
- Whether you wish to avail of the facility of internet trading/ wireless technology (please specify): .....
- Number of years of Investment/Trading Experience: .....
- In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others: .....
- Any other information .....

## G. INTRODUCER DETAILS (optional)

Name of the Introducer: .....  
(Surname) (Name) (Middle Name)  
Status of the Introducer: Sub-broker/Remisier/Authorized Person/Existing Client/Others,  
Please specify: .....  
Address and phone no. of the Introducer: .....  
.....

Signature of the Introducer: .....  
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## H. 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 crore ☐ > 1 crore

2. Net-worth as on (date) .....: ..... (\*Net worth should not be older than 1 year)

3. Please tick, if applicable, for any of your authorized signatories Promoters Partners Karta Trustees whole time directors: Politically Exposed Person (PEP)/ Related to a Politically Exposed Person (PEP)

4. Any other information:

## DECLARATION

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



**Signature of the Applicant(All Authorized Signatories):**

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

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

**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			

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

**For Shriyam Broking Intermediary Ltd****Authorised Signatory****Seal Stamp of the Stock Broker****Date .....****INSTRUCTIONS/ CHECK LIST**

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

Copy of ITR Acknowledgement	Copy of Annual Accounts
In case of salary income - Salary Slip, Copy of Form 16	Net worth certificate
Copy of demat account holding statement.	Bank account statement for last 6 months
Any other relevant documents substantiating ownership of assets.	Self declaration with relevant supporting documents.

*\*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. 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.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. 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.

## **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 authorized 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/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

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

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

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

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook -- Not more than 3 months old.

4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

#### **D. Exemptions/clarifications to PAN**

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

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

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

2. 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).
3. 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	Documentary requirements
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<b>entity</b>	
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• 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).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in securities market.</li> <li>• Authorised signatories list with specimen signatures.</li> </ul>
<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• Copy of Trust deed.</li> <li>• List of trustees certified by managing trustees/CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank pass-book/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Unincorporated association or a body of individuals</b>	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document.</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Banks/Institutional Investors</b>	<ul style="list-style-type: none"> <li>• Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Foreign Institutional Investors (FII)</b>	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/ Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> <li>•</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

**Shriyam Broking Intermediary Ltd.**  
**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.

### **Shriyam Broking Intermediary Ltd.**

#### **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.

### **Shriyam Broking Intermediary Ltd.**

#### **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: *for National Stock Exchange Ltd. Website: [www.nseindia.com](http://www.nseindia.com), for Bombay Stock Exchange Ltd. [www.bseindia.com](http://www.bseindia.com), and SEBI website [www.sebi.gov.in](http://www.sebi.gov.in).*

2. Ensure that you fill the KYC form completely and strike off the blank fields in the KYC form.
3. Ensure that you have read all the mandatory documents viz. Rights and Obligations, Risk Disclosure Document, Policy and Procedure document of the stock broker.
4. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the stock broker. Note that the clauses as agreed between you and the stock broker cannot be changed without your consent.
5. Get a clear idea about all brokerage, commissions, fees and other charges levied by the broker on you for trading and the relevant provisions/ guidelines specified by SEBI/Stock exchanges.
6. Obtain a copy of all the documents executed by you from the stock broker free of charge.
7. In case you wish to execute Power of Attorney (POA) in favour of the Stock broker, authorizing it to operate your bank and demat account, please refer to the guidelines issued by SEBI/Exchanges in this regard.

## TRANSACTIONS AND SETTLEMENTS

8. The stock broker may issue electronic contract notes (ECN) if specifically authorized by you in writing. You should provide your email id to the stock broker for the same. Don't opt for ECN if you are not familiar with computers.
9. Don't share your internet trading account's password with anyone.
10. Don't make any payment in cash to the stock broker.
11. Make the payments by account payee cheque in favour of the stock broker. Don't issue cheques in the name of sub-broker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/ demat account such money or securities deposited and from which bank/ demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
13. In case you have given specific authorization for maintaining running account, payout of funds or delivery of securities (as the case may be), may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain running account for you subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b) The actual settlement of funds and securities shall be done by the stock broker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stock broker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.
  - c) On the date of settlement, the stock broker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

- d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.

14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

#### IN CASE OF TERMINATION OF TRADING MEMBERSHIP

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

#### DISPUTES/ COMPLAINTS

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

### **Shriyam Broking Intermediary Ltd.**

#### **POLICIES AND PROCEDURES OF SHRIYAM BROKING INTERMEDIARY LTD**

**(Reference Para 8 of SEBI Circular No. MIRSD/SE/CIR-19/2009 dated December 03, 2009)**

This has reference to your trading account with us and in accordance with the Know your Client (KYC) Norms specified by Securities and Exchanges Board of India [SEBI] vide their circular No. MIRSD/ SE/Cir-19/2009 dated December 3, 2009. The aforesaid circular warrants your broker to bring to your notice the following Policies & Procedures:

##### **A. Refusal of orders for penny stocks:**

- Shriyam Broking Intermediary Ltd (SBIL) may at its discretion refuse to execute any buy or sell trade on behalf of the client including but not restricted to dealings in penny stocks, illiquid stocks, infrequently

traded stocks / contracts etc if the Stock Broker is of the view that such execution would adversely affect market integrity or give rise to regulatory / disciplinary actions/ concerns.

Although, the term 'Penny Stock' has not been defined by SEBI or any stock exchange, a penny stock generally refers to a stock which may have following characteristics:

- Trades at a price less than Rs.10/- or at a price less than its face value.
- has small market capitalization.
- has unsound fundamentals.
- is illiquid security (A list of illiquid securities is jointly released by NSE & BSE from time to time.)

Shriyam Broking Intermediary Ltd (SBIL) recognizes that it is client's prerogative to choose shares in which he/she would like to trade.

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

SBIL may from time to time impose and vary limits on the orders that the client can place through the client stock broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of securities in respect of which orders can be placed etc.). SBIL may need to vary or reduce the limits or impose new limits urgently on the basis of the stock broker's risk perception and other factors considered relevant by the stock broker including but not limited to limits on account of exchange/ SEBI directions/limits (such as broker level/ market limits in security specified /volume specific exposures etc.). SBIL may at any time, at its sole discretion and without prior notice, prohibit or restrict the clients ability to place orders or trade in securities through the stock broker, or it may subject any order placed by the client to a review before its entry into the trading systems and may refuse to execute / allow execution of orders due to but not limited to the reason of lack of margin / securities or the order being outside the limits set by stock broker / exchange / SEBI and any other reasons which the stock broker may deem appropriate in the circumstances. Ordinary,

- Exposure limit for each client is determined by the Risk Management Department based on client's KYC information, Net-worth information and Margin deposited by client in the form of funds/securities with the SBIL. These limits may be set exchange-wise, segment-wise & scrip-wise.
- The limits are determined by Risk Management Department based on the above criteria and payment history of the client in consultation with Relationship Manager of the Respective Client.
- The Risk Management Department continuously monitors the various limits set by it.
- Whenever, any client has taken or wants to take exposure in any security, SBIL, 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, SBIL may refuse trading on behalf of such client in its own discretion.

#### **C. Applicable brokerage rate:**

The stock broker is entitled to charge brokerage within the limits prescribed by the Regulators which at present is as under:

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

- c) The stock broker shall be entitled to increase the brokerage applicable to the client within the overall limit stipulated by the Regulator after giving the client fifteen days notice in writing and with mutual consent of client.

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

The client shall be liable to penalty and other charges on non-payment of margin money, short selling of securities or units, failure of payment of auction, cheque bounce, non-delivery of shares, increase in open position or any orders / trades /deals /actions of the clients which are contrary to his mandatory & voluntary Client Registration documents / rules / regulations/ bye-laws of the exchange or any other law for time being in force as per rules, regulations, guidelines and circulars issued by SEBI and stock exchange from time to time. Similarly, in case of non receipt of full payment purchased, margin imposed (initial plus exposure margin plus market to marker loss plus any other applicable margin as imposed) interest will be charged at 12% per annum calculated on daily basis on shortfall amount and the amount of interest shall be debited to the account of the client on fortnightly basis.

All trade related fines/ penalties and charges levied due to act / deeds or transactions of the client will be recovered by the stock by debiting directly to the trading account of the client.

Client may maintain the accounts of clients on a running account basis .For any pay-out, the client has to give request to SBIL. SBIL shall pay-out the requested funds (after considering the margin or any other liability of such client towards SBIL) to the client within 24 hours of receiving the request. In case of any delay in transferring the funds to the client within the stipulated time, SBIL shall pay an interest at the rate of 12% p.a on any shortage in the amount transferred compared to the amount requested for the period during which such delay in payment continues.

**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:**

If a Client fails to make payment of consideration to the Stock Broker in respect of any one or more securities purchased by him before the pay-in date notified by the exchange from time to time, the Stock Broker shall be at liberty to sell / liquidate the securities received by pay-out, as per the policy of the Stock Broker, after taking into account any amount lying to the credit of the Client. The loss, if any, on account of liquidation shall be to the account of the Client. Without prejudice to the Stock Broker's other rights the Stock Broker shall be entitled to liquidate/ close out all or any of the Client's positions, without giving notice to the Client, for non-payment of margins or other trade related amounts, trade related outstanding debts, etc. Any and all losses and financial charges on account of such liquidation / closing-out shall be charged to and borne by the Client.

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

SBIL shall not be obliged to deliver any securities to the client unless and until the same has been received by the stock broker from the exchange, the clearing corporation /clearing house or other entity liable to deliver the securities and the client has fulfilled his / her /its obligations first .

The policy and procedure for settlement of shortages in obligations arising out of internal netting of trades is as under:

- a) The internal shortage delivery is purchased in internal shortage covering A/c on T+2 day which is the delivery day on exchange (subject to availability of quantity short delivered) or in certain unavoidable circumstances on the T+ 3 days. The purchase consideration + brokerage + all charges is debited to short delivering client A/c).
- b) If the security cannot be purchased from market due to any force majeure condition within T+4 days then short delivery seller is debited at T+4 day's closing rate + 10% (of closing rate) or( higher price from T+1 to T+4 days) and purchaser is credited by the same amount .
- c) In case corporate action like split, bonus etc. exists in the particular scrip then original short quantity is purchased in internal Shortage Covering A/c as procedure followed in short delivery case as mention

above in point "a" and corporate action quantity is purchased in seller's account, however in case of non-availability of the security in the market, the procedure as laid down in point "b" above is followed.

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

SBIL shall have absolute discretion and authority to limit clients' volume of business or to close any existing position of client under following conditions:

- where there are insider trading restrictions on the client.
- Where there is shortfall in the margin deposited by client with SBIL.
- Where there are any restrictions imposed by Exchange or Regulator on the volume of trading outstanding positions of contracts.
- Where the client is undertaking any illegal trading practice or the client is suspected to be indulging in money laundering activities.
- where the broker has reached its limit in that scrip.
- Where taking further position may result in violation of permissible limits.
- Where taking further position, in the opinion of stock broker, may be against public policy or any Prescribed Law, Rule or Regulation.
- In the event of stock broker coming to know of Client's insolvency, death or becoming of unsound mind

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

Client may instruct the member to close the account or suspend the trading through client's account for the period as specified in the request in writing and duly signed by him.. SBIL shall maintain such suspension/ disablement till such time the client makes a specific request and complies with required formalities in that regard.

**I. Deregistering a Client**

SBIL may, in its absolute discretion, decide to deregister a particular client. The illustrative circumstances under which SBIL 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 indicted 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 prohibited entities as mentioned under the SBIL AML Policy & Procedures.
- On the death / lunacy or other disability of the Client.
- If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client.
- If the Client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of



its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking .

- If the client being a partnership firm, has any step taken by the Client and/ or its partners for dissolution of the partnership.
- If the client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution.
- If the Client has made any material misrepresentation of facts.
- If there is reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts, as they become payable.
- If the Client suffers any adverse materials in his/her/ its financial position or defaults in any other agreement with the SBIL.
- SBIL can withhold the pay-outs of client and suspend client's trading account due to surveillance action of SBIL or judicial or/ and regulatory order/ action requiring client suspension.
- **J.** The treatment of Dormant/Inactive accounts of the clients maintained with the Company, In case of trading account the term dormant/Inactive account refers to such account wherein no transactions have been carried out since last 12 (Twelve) calendar months. The Dormant accounts identified based on the above criteria shall be flagged as such in company's record. Company reserves the right to freeze/deactivate such account and refuse to Permit to carry out any fresh transactions in such account. The clients account would be reactivated only after undertaking proper due diligence process and fulfillment of such conditions as may be deemed fit, in the cases where the account is freezed/deactivated. The client's request through letter /registered email ID/recorded telephone lines may be impressed upon to reactivate the account or carry out any fresh transactions in a Dormant/inactive accounts.

**Signature of the Applicant:** 

**Name of the Applicant:** \_\_\_\_\_

## **Shriyam Broking Intermediary Ltd.**

### **Tariff sheet**

Further, I agree to the following terms of doing business

Segment	Sq. off (%)		Sq. off Min (ps)		Settlement (%)		Settlement Min (ps)		Delivery (%)		Delivery Min (ps)	
	Buy	Sell	Buy	Sell	Buy	Sell						
NSE												
NSE F&O												
BSE Cash												
BSE F&O												

The above given brokerage will be exclusive of the following charges.

	NSE Cash	NSE F&O	BSE Cash	BSE F&O
Transaction charges				
Sq. up Stamp Duty				
Del. Stamp Duty		N.A.		N.A.
SEBI Fees				
STT	Actual	Actual	Actual	Actual
Auction Charges	Actual	Actual	Actual	Actual
Service Tax as applicable				

Note:

1. Inter settlement / DP transaction charges arising out of purchase / sell transactions effected by constituents will be debited to Constituent Account.
2. The above charges are subject to change by the regulatory authorities or Government agencies.
3. Brokerage charged will not exceed the maximum rate specified by SEBI/Stock Exchange.
4. All Statutory & Regulatory dues will be recovered from the client on actual basis.

**Signature of the Applicant:** 

**Name of the Applicant:** \_\_\_\_\_

For Shriyam Broking Intermediary Ltd

Name & Signature of the Authorised Signatory

**ANNEXURE – I**  
**DECLARATION OF JOINT FAMILY BY HUF**

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

To,  
**Shriyam Broking Intermediary Ltd**  
712-713, Tulsiani Chamber,  
Nariman Point,  
Mumbai - 400 021.

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

1. WHEREAS the Hindu Undivided Family of \_\_\_\_\_  
(hereinafter referred to as 'the said joint family') carrying on business in the firm name and style of \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ or elsewhere (hereinafter referred to as 'the said H.U.F. firm'), have or desire to have Share Trading A/c. with M/s. Shriyam Broking Intermediary Ltd (hereinafter to as 'Member') we, the undersigned, hereby declare

a) that we are the present adult co-parceners of the said joint family;

b) that Sh. \_\_\_\_\_ is the present Karta or Manager of the said Joint Family.

c) that we are entitled to trade in shares and open Share Trading Account of the said Joint Family.

d) that each one of us has full and unrestricted authority to act on behalf of, and bind, the said H.U.F. firm and all the present as well as future members, both adults and minors, of the said joint family, howsoever constituted from time to time.

2. We confirm that the affairs of the said joint family and the business of the said H.U.F. firm are carried on mainly by the Karta/Manager, the said Sh. \_\_\_\_\_ on behalf of and in the interest and for the benefit of all co-parceners of the said joint family. We hereby authorize the Karta/Manager Sh. \_\_\_\_\_ on behalf of the HUF to deal on Capital Market segment (CM), Futures and Options segment (F&O Retail Debt Market segment (RDM) or any other segment that may be introduced by National Stock Exchange of India Ltd. (NSE) / Bombay Stock Exchange Ltd. (BSE) in future and the said Trading Member is hereby authorized to honor all instructions oral or written, given by him on behalf of the HUF. Sh. \_\_\_\_\_ is authorized to sell, purchase, transfer, endorse, negotiate documents and / or otherwise deal through Shriyam Broking Intermediary Ltd on behalf of the HUF. He is also authorized to sign, execute and submit such applications, undertakings, mandatory & voluntary Client Registration documents and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose. We are, however, jointly and severally responsible for all liabilities of the said H.U.F. to the Member and agree and confirm that any claim due to the Member from the said H.U.F. shall be recoverable from the assets of any one or all of us and also from the estate of the said joint family including the interest thereon of every co-parcener of the said joint family, including the share of the minor co-parceners, if any.

3. We undertake to advise the Member in writing of any change that may occur in the Karta/ Managership or in the constitution of the said joint family or of the said H.U.F. and until receipt of such notice by the Member, the Member will be entitled to regard each of us as a member of the said joint family and as a partner of the said H.U.F. and all acts, dealings and transactions purporting to have been done on behalf of the said joint family or of the said H.U.F. before the Member shall have received notice in the manner aforesaid, shall be binding on the said joint family and the said H.U.F. and on their respective estates. We shall, however, continue to be liable jointly and severally to the Member for all dues and obligations of the said H.U.F. in the Member's book on the date of the receipt of such notice by the Member and until all such dues and obligations shall have been liquidated and discharged.

4. The names and dates of birth of the present minor co-parceners of the said joint family are given below. We undertake to inform you in writing as and when each of the said members attains the age of majority and is authorized to act on behalf of, and bind, the said H.U.F. firm.

Name of the Minor	Father's Name	Date of Birth

5. We have received and read a copy of the Member's rules and regulations for the conduct of Share Trading Accounts and we agree to comply with and be bound by the said rules now in force or any changes that may be made therein from time to time.

Yours faithfully,

Affix Recent Photograph 	Affix Recent Photograph 	Affix Recent Photograph 	Affix Recent Photograph 	Affix Recent Photograph 	Affix Recent Photograph 
Sign across the photograph	Sign across the photograph	Sign across the photograph	Sign across the photograph	Sign across the photograph	Sign across the photograph

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(Full personal signatures of Karta and all major co-parceners)

**A N N E X U R E – II**  
**DECLARATION TO BE GIVEN BY PARTNERSHIP**  
**ON LETTER HEAD OF THE FIRM**

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

To,

**Shriyam Broking Intermediary Ltd**

712-713, Tulsiani Chamber,

Nariman Point,

Mumbai - 400 021.

Dear Sir/Madam,

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

We recognise 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 \_\_\_\_\_ having DP ID \_\_\_\_\_ opened as a joint account in the names of the partners of the firm.

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

Thanking you,

Yours faithfully,

for .....

Sr.No.	Name(s)	Signature(s)
1.		
2.		

(Signed by all Partners of the Firm)

#### ANNEXURE – III

#### **AUTHORITY LETTER IN FAVOUR OF MANAGING PARTNER(S)**

**(To be obtained on pre-printed letter head of firm only in case of Partnership Firm)**

We the Partners of M/s. \_\_\_\_\_ a partnership firm, having its office at \_\_\_\_\_ (office address) \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ hereby authorize Mr. / Mrs. \_\_\_\_\_ and Mr. / Mrs. \_\_\_\_\_ to open a securities trading account in Capital Market segment, F&O segment and Retail Debt Market segment on behalf of the firm M/s. \_\_\_\_\_ with the Trading Member M/s. Shriyam Broking Intermediary

Ltd, for sale and purchase of shares / debentures / derivative instruments in Capital market segment (CM) and or Futures and Options segment (F&O) and / Retail Debt Market segments (RDM) or any other segment that may be introduced by NSE / BSE in future. He / She / They are authorized on behalf of the firm to deal in equities, F&O, debentures, debt products and the said Trading Member is hereby authorized to honor all instructions oral or written, given on behalf of the firm by him / her / them.

Mr. / Mrs. \_\_\_\_\_ and Mr. / Mrs. \_\_\_\_\_ is / are authorized to sell, purchase, transfer, endorse, negotiate documents and / or otherwise deal through M/s. Shriyam Broking Intermediary Ltd, on behalf of the firm M/s. \_\_\_\_\_ he / she / they is / are authorized to sign, execute and submit such applications, undertakings, mandatory & voluntary Client Registration documents and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose

For M/s. \_\_\_\_\_ For M/s. \_\_\_\_\_ For M/s. \_\_\_\_\_

1. Partner \_\_\_\_\_ 2. Partner \_\_\_\_\_ 3. Partner \_\_\_\_\_

For M/s. \_\_\_\_\_

#### **ANNEXURE – IV**

#### **DECLARATION TO BE GIVEN BY CORPORATES ON THEIR LETTERHEAD**

To,  
**Shriyam Broking Intermediary Ltd**  
712-713, Tulsiani Chamber,  
Nariman Point,  
Mumbai - 400 021.

Dear Sir/Madam,

We hereby certify that the following resolution of the board of directors of \_\_\_\_\_ was duly passed at the board meeting held on \_\_\_\_\_.

That

1. The company is empowered to deal in equities, derivatives, debentures, debt products and agrees to the terms of Shriyam Broking Intermediary Ltd as per the mandatory & voluntary Client Registration documents.
2. Shriyam Broking Intermediary Ltd is hereby authorized to act on the oral or written instructions of any one or more of the following persons:

Name(s)	Signature(s)

Signature of Chairman/Director: \_\_\_\_\_

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

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

#### **ANNEXURE – V**

#### **FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATES ON LETTER HEAD OF THE COMPANY**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/S. \_\_\_\_\_ LTD. AND HAVING ITS REGISTERED OFFICE AT \_\_\_\_\_ HELD ON \_\_\_\_\_ DAY OF \_\_\_\_\_ 2010 AT \_\_\_\_\_ A.M./P.M.

RESOLVED THAT the Company be registered as Client with Shriyam Broking Intermediary Ltd, Member of The National Stock Exchange of India Ltd. (NSE), Member of Bombay Stock Exchange Ltd. (BSE) for the purpose of dealing in equities / derivatives /debentures and debt products and the said Member be and is hereby authorized to honour instructions oral or written, given on behalf of the Company by any of the under noted authorised signatories :

Sr.No.	Name(s)	Degignation
1.		
2.		
3.		

who is/are authorised to sell, purchase, transfer, endorse, negotiate and / or otherwise deal through M/s. Shriyam Broking Intermediary Ltd on behalf of the Company.

RESOLVED FURTHER THAT Mr.\_\_\_\_\_ and/or Mr.\_\_\_\_\_, Directors of the Company be and are hereby authorised to sign, execute and submit such applications, undertakings, mandatory & voluntary Client Registration documents and other requisite documents, writings and deeds as may be deemed necessary or expedient to give effect to this resolution.

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

for \_\_\_\_\_ Ltd.

Chairman / Company Secretary

Specimen Signatures of the Authorised Persons

Sr.No.	Name(s)	Signature(s)
1.		
2.		
3.		

The above signatures to be attested by the person signing the resolution for account opening on behalf of the Company.

## ANNEXURE – VI

### FORMAT OF RESOLUTION IN CASE OF TRUST ON LETTER HEAD OF TRUST

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE TRUSTEES OF \_\_\_\_\_  
 \_\_\_\_\_ AT THEIR MEETING HELD ON  
 \_\_\_\_\_



RESOLVED THAT the Trust be registered as Client with Shriyam Broking Intermediary Ltd a Trading Member of The National Stock Exchange of India Ltd. (NSE) , Member of Bombay Stock Exchange Ltd. (BSE) for the purpose of dealing in equities/derivatives /debentures and debt products and the said Member be and is hereby authorized to honour instructions oral or written, given on behalf of trust by any of the under noted authorised signatories :

Sr.No.	Name of Authorised Person	Designation	Specimen Signature
1.			
2.			
3.			

Who are authorised to sell, purchase, transfer, endorse, negotiate and / or otherwise deal through M/s. Shriyam Broking Intermediary Ltd on behalf of Trust.

RESOLVED FURTHER THAT Mr.\_\_\_\_\_ and/or Mr.\_\_\_\_\_, Trustees of trust be and are hereby authorised to sign, execute and submit such applications, undertakings, mandatory & voluntary Client Registration documents and other requisite documents, writings and deeds as may be deemed necessary or expedient to give effect to this resolution.

AND RESOLVED FURTHER THAT, a copy of above resolution duly certified as true copy by any one of the above trustees of the trust be furnished to Shriyam Broking Intermediary Ltd. and such other parties as may be required from time to time

CERTIFIED TRUE COPY

for \_\_\_\_\_

*(Signature of trustee with rubber stamp)*

## **Shriyam Broking Intermediary Ltd.**

### **VOLUNTARY DOCUMENTS**

#### **VOLUNTARY CLAUSES**

**The client and the Stock Broker, in addition (the mandatory & voluntary Client Registration documents between Stock Broker and Client) to ensure smooth functioning of the operations, also agree to the terms and conditions stated herein below:**

1. The Client has agreed to sign, execute and be bound by all forms, mandatory & voluntary Client Registration documents, documents as may be considered necessary for opening the account with the Stock broker.
2. The client has the required legal capacity to, and is authorized to, enter into this mandatory & voluntary Client Registration documents and is capable of performing his obligations and undertakings hereunder.
3. Excess Contracts : The client agrees that he shall not acting alone or in concert with others, directly or indirectly, hold and control excess number of permitted futures/options contracts and shares as fixed from time to time by the said Exchanges.
4. Long or short position : the client agrees that he shall not exercise a long or short position where, acting alone or in concert with others, directly or indirectly that it shall have exercised in excess of the number of permitted futures/options contracts and shares as fixed from time to time by the said Exchanges.
5. Lien: The client agrees that all monies, securities or other property that may be held by the stock broker on the client's account shall be held subject to a general lien for the discharge of the client's obligation to the stock broker under this mandatory & voluntary Client Registration documents.
6. The client authorizes the stock broker to use his discretion to buy, sell or close out any part or all the contracts held in the clients account with the stock broker for the protection of the stock broker, in case of any default by the client. The client agrees to reimburse any or all such incidental trade related expenses incurred by the stock broker.
7. **Provisions in case of Default (for F&O segment only) :**  
In the event of failure of the Client to fulfill his obligations to the Stock Broker, the F&O Segment, or the Clearing House/Clearing Corporation(s), the Client's position may be closed out and the money, if any, of the Client available with the Stock Broker, the Derivatives Segment, or the Clearing House/Clearing Corporation(s) may be adjusted against the Client's liabilities / obligations.
8. The client hereby agrees and understands that in case of any non-compliance and / or default by the client such as cheque bouncing, F&O Derivatives short margin, price rigging or for any other trade related matters as may be decided by stock broker from time to time, without prejudice to the stock broker's other rights, the stock broker may levy charges / penalty(ies) on the client and debit such charges / penalty in the client's account.
9. **Force Majeure :** The stock broker and / or its agents will not be liable for losses / costs damages caused directly or indirectly from :
  - a) any action, omission, suspension of trading, decision on ruling of any Exchange or Regulatory, Governmental or other body or of any other person which is beyond the Stock Broker's control; or
  - b) by acts of God including earthquakes, flood, accident; or
  - c) any commotion, insurrection, embargo, industrial dispute computer, communication, telephone or system failure, war, power failure, equipment or software malfunction, strikes, etc. or
  - d) any other conditions, beyond the control of the Stock Broker.

The above Force Majeure events do not exempt the Client to fulfill the obligations in his account with the Stock Broker.
10. The stock broker and client agree that the stock broker will not be responsible for partial execution of orders placed by the client. The client also agrees that all orders placed by him shall be treated as orders for that particular session only. In case the client wants the orders to be carried forward or extended for the day he shall communicate the same to the stock broker.
11. The client agrees that any notice or communication served on the client under this mandatory & voluntary Client Registration documents shall be valid and binding on him and shall be deemed to be duly served, if conveyed in writing through letter, fax or by personal delivery duly acknowledged by the other party / courier at the registered post to the address of the client mentioned hereinabove or the last know address, or if electronically delivered at any one of the email id intimated by the client, or by publishing the same in the prominent daily newspaper where the registered / last known business / residential address of the Client is situated or if conveyed over telephone / fax on the last known number or on the recording machine of such number or if a notice is passed at the door of the registered address or the last known address of the client or any other approval mode.

12. Any communication or notice, sent by the client to the stock broker shall be deemed to be duly served, if conveyed in writing through letter, fax or by personal delivery duly acknowledged by the stock broker or by registered post sent at the registered address of the stock broker mentioned hereinabove.
13. All payment for securities bought shall be made out by way of cheque / demand draft / fund transfer in favour of 'Shriyam Broking Intermediary Ltd.' At the time of settlement of dues of the client, the stock broker shall draw an account payee cheque / fund transfer in favour of the client which may be payable to a specified bank account of the client.
14. For the purpose of this mandatory & voluntary Client Registration documents, the term 'Dues of Client' shall include the amount of monies payable by the Client including, but not limited to the purchase price of the Securities, Brokerage, Margin money, Service Tax, Turnover Tax, Auction Debit and Charges, Service Charge, Securities Transaction Tax and other amounts agreed to and payable by the Client to the Stock Broker.
15. The client agrees to keep the member updated on his financial status and provide such details as regards financial position, assets, liabilities etc., including networth details, etc., once in a year and also as and when required by the stock broker. The client hereby permits the Stock Broker to provide such information any time to any statutory / regulatory authorities as may be required.
16. The client hereby agrees to ensure that before selling any shares, he has the same in hand. Any loss arising of auction / closeout on account of shares not cleared in stock broker's account will be borne by the client. The client also agrees to bear any loss arising out of auctions due to incomplete instructions, illegible instructions, unclear instructions and instructions not received on time.
17. The client hereby authorizes the stock broker to transfer shares, lying in the Stock Broker's pool account for pay-in purposes for shares purchased by the client in previous settlements. In case the client does not want the stock broker to transfer these shares towards inter settlement from the stock broker's pool account for pay in purposes, he shall inform the stock broker in writing 24 hours before pay in date. In case the stock broker does not receive the same in writing or for a wrong settlement, the stock broker shall not be responsible for loss, if any.
18. **Tape recording of Client conversation:** The Client is aware that the stock broker may tape-record the conversation between the Client or the client's representative (subject to SEBI/Exchange guidelines) and the stock broker, either personally or over the telephone, and the client hereby specifically permits the stock broker to do so. Such electronic recordings may be relied upon by the stock broker as and when required to resolve disputes in connection with the trading transactions.
19. For all internal positions between two or more clients of the stock broker, the client accepts the internal policy and guidelines as framed by the management of the company from time to time.
20. **Severance:** In case any one or more of the provisions contained in the mandatory & voluntary Client Registration documents becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereto.

**Signature of the Applicant:**



**Voluntary**

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

**To,**  
**Shriyam Broking Intermediary Ltd**  
712-713, Tulsiani Chamber,  
Nariman Point  
Mumbai - 400021

Dear Sir/Madam,

**Sub: Authorization to maintain running accounts .**

We hereby authorize you to effect release of funds and securities due to us in the account and arising out of the transaction execute by us through you on a *running account* basis instead of on a settlement-to-settlement basis. No amount by way of interest or otherwise shall be payable by you to us in respect of funds or securities so held by you on a *running account* basis. The funds and/or securities, held by you on a *running* basis and due to us, shall be released to us as and when we request to release.

However, our preference for compulsory periodic settlement of funds/securities settlement date is as follows:

☐ Monthly ☐ Quarterly (Select the desired Settlement option)

1. We request you to maintain running balance in our account & retain the credit balance in any of our account and to use the unused funds towards our margin/pay-in/other future obligation(s) in any segment(s) of any or all the exchange(s)/Clearing corporation unless We instruct you otherwise.
2. We request you to retain securities with you for our margin/pay-in/other-future obligation(s) in any segment(s) of any or all the Exchange(s)/ Clearing Corporation, unless we instruct you to transfer the same to our account.
3. We request you to periodic settlement of our fund and securities account as stated above, except the funds given towards collaterals/margin in form of Bank Guarantee and/or Fixed Deposit Receipt.
4. In case We have an outstanding obligation in derivative market on the settlement date, apart form margin liability you may retain additional margins (maximum up-to 125% of margin requirement on the day of settlement ) to take care of any margin obligation arising in next 5 trading days.
5. In respect of cash market transaction you may retain funds/securities/margin to the extent of value of transactions executed on the date of settlement by us.

The authorization shall be signed by us only and not any power of attorney holder or by any authorized person.

**As per SEBI circular CIR/MIRSD/01/2011 dated May 13, 2011**

This authorization for maintain running account is valid unless and until, We inform you any time in writing to revoke this authorization.

Yours faithfully,

**Signature of the Applicant:** 

**Name of the Applicant:** \_\_\_\_\_

Voluntary

**Authority Letter**

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

To,

**Shriyam Broking Intermediary Ltd**

712-713,Tulsiani Chamber,

Nariman Point,

Mumbai - 400 021.

Dear Sir/Madam,

1. We hereby authorise you not to provide us Order Confirmation / Modification / Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. We shall get the required details from contract notes issued by you.
2. We request you to consider my telephonic instructions for order placing/order modification/order cancellation as a written instruction and give us all the confirmation on telephone unless instructed otherwise in writing. We are getting required details from contracts issued by you.
3. We hereby request you to issue us orderwise contract note in NSE/BSE cash segment as and when required. Please also provide us details as annexure.
4. Adjustment in different segments & Exchanges

Notwithstanding anything contrary contained in the mandatory & voluntary Client Registration documents between us, We hereby inform you that we have executed/desire to execute an mandatory & voluntary Client Registration documents with Shriyam Broking Intermediary Ltd for trading on the National Stock Exchange of India Limited (NSE), Bombay Stock Exchange Limited (BSE) in cash, Futures & Options Segment. We hereby request you to treat the mandatory & voluntary Client Registration documents between you and us as co-extensive and hereby authorize you to transfer, make adjustments and/or to set off a part or whole of the securities placed as margin and/or any surplus funds in any of my account/(s) maintained with you against the outstanding trade related dues payable if any, by us in any of my account/(s). You have right of lien on the credit balance in any of our accounts. Any entries backed by actual Funds/Securities transfer passed by you in accordance with this authorization shall be binding on us.

Thanking you

Yours faithfully

**Signature of the Applicant:** 

**Name of the Applicant:** \_\_\_\_\_

Voluntary

Deposit of Collateral

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

To,

**Shriyam Broking Intermediary Ltd**  
712-713, Tulsiani Chamber,  
Nariman Point,  
Mumbai - 400 021.

**Re: Authorisation for deposit of collateral with exchange(s) / clearing corporation / clearing house towards margin requirement.**

We hereby authorize you to deposit our collateral lying with you with exchange /clearing corporation / clearing house towards margin requirement from time to time.

Further, kindly note that in case of any sale of securities that are kept as collateral on our behalf towards our margin requirements with the exchange, we will not hold you liable for non-release of such shares from exchange in case of shortfall of margins.

Thanking you,

Yours faithfully,

**Signature of the Applicant:** 

**Name of the Client:** \_\_\_\_\_

Voluntary

DECLARATION TO BE SIGNED IF CLIENT IS CONNECTED TO ANY STOCK EXCHANGE

To,

**Shriyam Broking Intermediary Ltd**

712-713,Tulsiani Chamber,

Nariman Point,

Mumbai - 400 021.

Dear Sir/Madam,

We hereby declare that we are Member of the \_\_\_\_\_ (name of the stock exchange where client is a member) and in this regard pursuant to SEBI Circular SEBI/MIRSD/CIR-06/2004 dated January 13, 2004, I hereby confirm that

1. We have intimated/seek permission of the said Exchange of our intention to open a trading account with Shriyam Broking Intermediary Ltd only for the purposes for our proprietary trades (acknowledged copy of intimation letter is attached herewith).

Other than the above, we do hereby declare that we are not in any capacity connected to any other recognized Stock Exchange.

**Signature of the Applicant:** 

Name of the Applicant: \_\_\_\_\_

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

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

Voluntary

DECLARATION TO BE SIGNED IF CLIENT IS NOT CONNECTED TO ANY STOCK EXCHANGE.

To,  
**Shriyam Broking Intermediary Ltd**  
712-713, Tulsiani Chamber,  
Nariman Point,  
Mumbai - 400 021.

We hereby confirm that we are not a Member of any recognized Stock Exchange nor are we affiliated as a sub-broker or in any other capacity with any Member of any recognized Stock Exchange.

**Signature of the Applicant:** 

Name of the Applicant: \_\_\_\_\_

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

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

**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.

Note :- The IBT facility is not being provided by us.

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

To,  
**Shriyam Broking Intermediary Ltd**  
712-713,Tulsiani Chamber,  
Nariman Point,  
Mumbai - 400 021

Dear Sir/Madam,

**Sub.: Confirmation of Receipt of executed mandatory & voluntary Client Registration documents.**

With reference to our registration as Client with you for National Stock Exchange of India Limited (NSE)/Bombay Stock Exchange Limited (BSE) in Cash Market, Derivative Segment, We hereby confirm that we have received copies of the following executed documents:

1. Copy of Know Your Clients Form (KYC).
2. Rights and Obligations
3. Risk Disclosure Documents (RDD).
4. Running Account Letter
5. Policies and Procedures
6. Guidance Note Do's & Don't's
7. Tariff Sheet
8. All other executed Voluntary (Non-Mandatory) documents.

Thanking you,

Yours faithfully,

**Signature of Client:** 

**Name of the Applicant:** \_\_\_\_\_

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

# **POLICY ON ANTI MONEY LAUNDERING**

**SHRIYAM BROKING INTERMEDIARY LTD.**

404, 4th Floor, Plot-21, 3 Maker Bhavan New Marine Lines,, Mumbai 400 020.

Policy reviewed on : 16-06-2023

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## **1. BACKGROUND OF ANTI MONEY LAUNDERING:**

The PMLA came into effect from 1st July 2005. Necessary Notifications / Rules under the said Act were published in the Gazette of India on 1st July, 2005 by the Department of Revenue, Ministry of Finance, and Government of India. The PMLA has been further amended vide notification dated March 6, 2009 and inter alia provides that violating the prohibitions on manipulative and deceptive devices, insider trading and substantial acquisition of securities or control as prescribed in Section 12 A read with Section 24 of the Securities and Exchange Board of India Act, 1992 (SEBI Act) will now be treated as a scheduled offence under schedule B of the PMLA.

**Shriyam Broking Intermediary Ltd.**, associated with securities market and registered under Section 12 of the SEBI Act, shall have to maintain a record of all the transactions; the nature and value of which has been prescribed in the Rules under the PMLA. Such transactions include;

- All cash transactions of the value of more than Rs. 10 lakh or its equivalent in foreign currency.
- All series of cash transactions integrally connected to each other which have been valued below Rs. 10 lakh or its equivalent in foreign currency where such series of transactions have taken place within a month and the monthly aggregate exceeds an amount of ten lakh rupees or its equivalent in foreign currency. It may however be clarified that for the purpose of suspicious transaction reporting, apart from 'transaction integrally connected' transaction reporting apart from transaction integrally connected.
- All cash transaction where forged or counterfeit currency notes or bank notes have been used as genuine or any forgery of a valuable security or a document has taken place facilitating the transactions.
- All suspicious transactions whether or not made in cash and including, inter-alia, credits or debits into from any non-monetary account such as demat account, security account maintained by Shriyam Broking Intermediary Ltd

For the purpose of suspicious transactions reporting, apart from 'transactions integrally connected', 'transactions remotely connected or related' shall also be considered.

## **2. OBJECTIVE OF ANTI MONEY LAUNDERING:**

As per the provisions of the Act, senior management of the company is fully committed to establish appropriate policies and procedures for prevention of money laundering and terrorist financing and ensuring the effectiveness and compliance with all relevant legal and regulatory requirements. The company shall:

Issue a statement of policies and procedures, on a group basis where applicable,

## ECN Letter

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

To,  
Shriyam Broking Intermediary Ltd  
412, Tulsiani Chambers,  
212, Nariman Point,  
Mumbai - 400 021.

Dear Sir/Madam,

Sub: Digitally Signed Electronic Contract Notes / Account / Ledger Statements

This is to inform you that I/We are desirous of receiving contract notes for the dealings carried out by me/us through electronic mode of delivery and accordingly request you to provide me/us Digitally Signed Contract Notes through email on my/our email address provided below.

I/We further hereby irrevocably authorize and give consent to you to send the following information at my/our designated email address, as mentioned below and the delivery of information so made shall be effective and deemed delivery to meet the requirement of providing the said information such as the following:

- Copy of my executed KYC kit
- Digitally signed contract notes/bills
- Statement of Account / Ledgers
- Statement of Funds and Securities
- Margin statement relating to my account
- Any other important notice, Circular or communications including charges in the terms and conditions of service.

My/Our Email ID for above purpose is as follows

My/Our Email ID is \_\_\_\_\_

My/Our alternative Email ID is \_\_\_\_\_

Please repeat your Email ID in CAPS below, to enable us to compare & capture correctly.

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I/We understand that any change in the above email ID can be made by you only against a physical Letter personally signed by me/us, or alternatively if the request is made through the password protected secured access as provided on your website.

I/We understand to check the electronic contract notes regularly and bring the discrepancies, if any to Shriyam Broking Intermediary Ltd notice within 24 hours of issuance of such digital contract notes. I/We also understand that Non-Bouncing of the Electronic Contract Notes (ECN) shall be constructed as a valid deemed delivery of the digital contract notes and other Electronic document sent to me/us, and you shall send physical contract notes to me/us only in case of any ECN's bounced back to you from my/our Email ID.

Failure on our part to check/verify the contract notes on regular basis shall not be a reason for disputing the digital contract note at any time and the payment obligations and transaction and trades shall be adhered to and cleared by me/us.

Thanking

you,

Yours

faithfully

,

Signature of Client 

Name of the Client : \_\_\_\_\_

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

(To be signed only by the Client and not by any other person on his behalf)

