ISTAA FINSERV PRIVATE LIMITED

MEMBER:

NSE, BSE AND CDSL

ACCOUNT OPENING FORM

NAME:	
DP ID: 12085100	Client Code:

REGESTERED OFFICE & CORRESPONDENCE OFFICE ADDRESS:
12 A/4, New Sion CHS Ltd, Sion West, Mumbai - 400022.
Tel No.: 022-24018218/19 & 022- 26232071/72
E-Mail: info@istaa.com; Website: www.istaafinserv.com
CIN: U66120MH2000PTC124971

INDEX OF DOCUMENTS

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* Istaa Finserv Private Limited is also referred to as 'Istaa Finserv'

ISTAA FINSERV PRIVATE LIMITED	
SEBI Registration No. and date	For NSE-CM, NSE-F&O, NSE-CD, BSE-CASH, BSE-F&O & BSE-CD **INZ000220334 Dated: 30/01/2019** NSE Member Code No.: 13452 • BSE Member Code No.: 6610 For CDSL **IN-DP-355-2018 Dated: 29/01/2018**
Registered office:	12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022. Tel.No.: +91-22-24018218/19 • Fax No: +91-22-24082687 E-mail: info@istaa.com • Website: www.istaafinserv.com CIN: U66120MH2000PTC124971
Dp Operational & Correspondence office:	301, Sagar Avenue, S. V. Road, Andheri (West), Mumbai 400058. Tel.No.: +91-22-26703260 • Fax No: +91-22-26705026 E-mail: dpcdsl@istaa.com
Clearing Member (SCM):	ISTAA FINSERV PRIVATE LIMITED 12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022. Tel.: +91-22-24018218/19 NSE/BSE - F&O Segment • Sebi. Regn. No. INZ000220334 Member Code No.: 13452
NSE Compliance officer phone no. & email id:	**Kalpesh Damor** 022-2407 8158 • kalpesh@istaa.com
BSE Compliance officer phone no. & email id:	**Kalpesh Damor** 022-2407 8206 • kalpesh@istaa.com
CDSL Compliance officer phone no. & email id:	**Kalpesh Damor** 022-2407 8206 • kalpesh@istaa.com
Designated Director phone no. & email id:	**Hiten Shah** 022-2407 8206 • hiten@istaa.com
For any grievance/dispute please contact **ISTAA FINSERV PRIVATE LIMITED.** at the above address or email id: grievances@istaa.com and Phone no. +91-22-2401 8218. In case not satisfied with the response, please contact the concerned exchange(s) on BSE Tel: 022 2272 8097 • E-mail Id: is@bseindia.com, on NSE Tel:- 022 2659 8190, 1800220058 • E-mail Id: ignse@nse.co.in and on SEBI for filing complaintson SCORES Tel.: 1800 266 7575 or 1800 22 7575 • https://scores.sebi.gov.in/	

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

ISTAA FINSERV PRIVATE LIMITED besides doing client based business also does its own investment and/or trading. "Proprietary Trading Disclosure noted"

Ⓢ _____

Risk Assessment of Client in terms of PMLA 2002

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

Categorisation of client would be changed only if there is change based on risk assessment of the client during his dealings with Istaa Finserv Private Limited.

For Istaa Finserv Private Limited

Authorised Signatory

INSTRUCTIONS FOR FILLING KYC FORM

MANDATORY

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. 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. 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. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
3. SIP of Mutual Funds upto Rs 50, 000/- p.a.
4. 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.

C. List of people authorized to attest the documents:

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

CHECK LIST FOR FILLING KYC FORM

(Please tick against documents provided)

MANDATORY

A. 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.

B. 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 apostiled or consularised) that gives the registered address.
8. ☐ The proof of address in the name of the spouse.
9. ☐ Aadhar Card

C. ☐ 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.

D. ☐ Demat master or recent holding statement issued by DP bearing name of the client.

E. 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.

F. **For NRI (Non Resident Indian) Client**

- ☐ Latest colour photograph of NRI sign across the photograph
- ☐ Copy of PAN card of NRI
- ☐ Proof of Indian and Foreign address
- ☐ Bank proof of NRE / NRO Account

- ☐ Incase client wants to trade in derivatives, letter to be submitted to NSE for Unique Client Code.
- ☐ In case of Indian passport (page containing date of expiry & visa also to be attached) - Valid Passport, Place of birth as India, Valid Visa- Work/Student/employment/resident permit etc.
- ☐ In case of foreign passport: (page containing date of expiry & visa also to be attached) Valid passport and of the following:
  i) Place of Birth as India in foreign passport. ii) Copy of PIO/ OCI Card as applicable in case of PIO/ OCI.
- ☐ PIS permission Letter from the respective designated bank
- ☐ Overseas Address Driving License/ Foreign Passport/ Utility Bills/ Bank Statement (not more than 2 months old)/ Notarized copy of rent agreement/ leave & license agreement/ Sale deed.
- ☐ Proof of respective Bank accounts & depository accounts.

Note : All the photo copies of the proofs must be certified by the Indian Embassy/ consulate or Notary public or bank of that country. This requirement may be waived if the In-person verification of the client is conducted.

For Individuals:

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

G. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below: (Please tick against documents provided)

Types of entity	Documentary requirements
Corporate	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ 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). ☐ Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. ☐ Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. ☐ Copies of the Memorandum and Articles of Association and certificate of incorporation. ☐ Copy of the Board Resolution for investment in securities market. ☐ Authorised signatories list with specimen signatures.
Partnership firm	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ Certificate of registration (for registered partnership firms only). ☐ Copy of partnership deed. ☐ Authorised signatories list with specimen signatures. ☐ Photograph, POI, POA, PAN of Partners.
Trust	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ Certificate of registration (for registered trust only). ☐ Copy of Trust deed. List of trustees certified by managing trustees/CA. ☐ Photograph, POI, POA, PAN of Trustees.
HUF	☐ PAN of HUF. ☐ Deed of declaration of HUF/ List of coparceners. ☐ Bank pass-book/bank statement in the name of HUF. ☐ Photograph, POI, POA, PAN of Karta.
Unincorporated association or a body of individuals	☐ Proof of Existence/Constitution document. ☐ Resolution of the managing body & Power of Attorney granted to transact business on its behalf. ☐ Authorized signatories list with specimen signatures.

Banks/Institutional Investors	☐ Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. ☐ Authorized signatories list with specimen signatures.
Foreign Institutional Investors (FII)	☐ Copy of SEBI registration certificate. ☐ Authorized signatories list with specimen signatures.
Army/ Government Bodies	☐ Self-certification on letterhead. ☐ Authorized signatories list with specimen signatures.
Registered Society	☐ Copy of Registration Certificate under Societies Registration Act. ☐ List of Managing Committee members. ☐ Committee resolution for persons authorised to act as authorised signatories with specimen signatures. ☐ True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.
LLP	☐ Certified True Copy of LLP Deed ☐ Copy of Pan Card of the Firm ☐ Certified True Copy of Registration Certificate ☐ Details of Firm (Form-3) ☐ List of Designated Partners with their DPIN/DIN No. ☐ Detail of Designated Partners (Form-4) ☐ Passport size Photo of all Designated Partners ☐ Copy of Pan Card of all Designated Partners Address Proof of all Designated Partners: ☐ Valid Passport ☐ Valid Voter's ID card Persons ☐ Valid Driving License ☐ Ration Card ☐ Flat Maintenance Bill Individual (all partners) ☐ Bank Pass Book along with bank statement (not more than 3 months old) ☐ Landline Telephone Bill (not more than 2 months old) ☐ Electricity Bill (not more than 2 months old)

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.

Subject: Displaying of information regarding SEBI Complaint Redress System (SCORES) in the website

As per NSE Circular No. NSE/ISC/2019/4 Dated July 4, 2019 in order to make complaint redressal mechanism more efficient through SCORES clients may note the following procedures:

a. Register on Scores portal (Link: https://scores.gov.in/scores/Welcome.html)
b. Mandatory details for filing complaints on SCORES
   i. Name, PAN, Address, Mobile Number, Email id
c. Benefits:
   i. Effective communication
   ii. Speedy redressal of the grievances

Tel.: 1800 266 7575 or 1800 22 7575 • www.scores.gov.in

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

MANDATORY
First Holder

Important Instructions:

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

Istaa Finserv Private Limited

For office use only (To be filled by financial institution)

Application Type* ❑ New ❑ Update

KYC No. (Mandatory for KYC update required)

Account Type* ❑ Normal ❑ Minor ❑ Aadhaar OTP based E-KYC (in non-face to face mode)

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

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

Date of Birth* __-__-____

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

Marital Status* ❑ Married ❑ Unmarried ❑ Others

PAN* ❑ Form 60 furnished

Citizenship* ❑ IN-Indian ❑ Others (ISO 3166 Country Code ❑❑)

Residential Status* ❑ Resident Individual ❑ NRI ❑ Foreign National ❑ Person of Indian Origin

Occupation Type* ❑ S-Service (❑ Private Sector ❑ Public Sector ❑ Government Sector)

❑ O-Others (❑ Professional ❑ Self Employed ❑ Retired ❑ Housewife ❑ Student)

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

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

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

PHOTO

Ⓢ Signature/Thumb impression

Address

Line 1*
Line 2
Line 3

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

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

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

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

❑ A- Passport Number
❑ B- Voter ID Card
❑ C- Driving Licence
❑ D- NREGA Job Card
❑ E- National Population Register Letter

❑ F- Proof of Possession of Aadhaar XXXXXXXX

II ❑ E- KYC Authentication XXXXXXXX

III ❑ Offline verification of Aadhaar XXXXXXXX

IV ❑ Deemed proof of Address - Document Type code

Address

Line 1*

Line 2

Line 3

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

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

Tel. (Off) – Tel. (Res) – Mobile –

Email ID

❑ 5. REMARKS (If any)

❑ 6. APPLICANT DECLARATION

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

Date: DD–DD–YYYY Place:

Signature / Thumb Impression of Applicant

❑ 9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ❑ Certified Copies ❑ E-KYC data received from UDAI ❑ Data received from Offline verification

❑ Equivalent e-document

Pos Code:

KYC VERIFICATION CARRIED OUT BY		INSTITUTION DETAILS	
Date:	– –	Name	**Istaa Finserv Private Limited**
Emp. Name:		Code	
Emp. Code:			
Emp. Designation:			
Emp. Branch:			
[Employee Signature]		[Institution Stamp]	

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

MANDATORY
Second Holder

Important Instructions:

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

Istaa Finserv Private Limited

For office use only (To be filled by financial institution)

Application Type* ❑ New ❑ Update

KYC No. (Mandatory for KYC update required)

Account Type* ❑ Normal ❑ Minor ❑ Aadhaar OTP based E-KYC (in non-face to face mode)

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

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

Date of Birth* __-__-____

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

Marital Status* ❑ Married ❑ Unmarried ❑ Others

PAN* ❑ Form 60 furnished

Citizenship* ❑ IN-Indian ❑ Others (ISO 3166 Country Code ❑❑)

Residential Status* ❑ Resident Individual ❑ NRI ❑ Foreign National ❑ Person of Indian Origin

Occupation Type* ❑ S-Service (❑ Private Sector ❑ Public Sector ❑ Government Sector)

❑ O-Others (❑ Professional ❑ Self Employed ❑ Retired ❑ Housewife ❑ Student)

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

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

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

PHOTO

Ⓢ Signature/Thumb impression

Address

Line 1*
Line 2
Line 3

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

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

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

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

❑ A- Passport Number
❑ B- Voter ID Card
❑ C- Driving Licence
❑ D- NREGA Job Card
❑ E- National Population Register Letter

❑ F- Proof of Possession of Aadhaar XXXXXXXX

II ❑ E- KYC Authentication XXXXXXXX

III ❑ Offline verification of Aadhaar XXXXXXXX

IV ❑ Deemed proof of Address - Document Type code

Address

Line 1*

Line 2

Line 3

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

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

Tel. (Off) – Tel. (Res) – Mobile –

Email ID

❑ 5. REMARKS (If any)

❑ 6. APPLICANT DECLARATION

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

Ⓢ

Date: DD–DD–YYYY Place:

Signature / Thumb Impression of Applicant

❑ 9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ❑ Certified Copies ❑ E-KYC data received from UDAI ❑ Data received from Offline verification ❑ Equivalent e-document

Pos Code:

KYC VERIFICATION CARRIED OUT BY		INSTITUTION DETAILS	
Date:	– –	Name	**Istaa Finserv Private Limited**
Emp. Name:		Code	
Emp. Code:			
Emp. Designation:			
Emp. Branch:			
[Employee Signature]		[Institution Stamp]	

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

MANDATORY
Third Holder

Important Instructions:

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

Istaa Finserv Private Limited

For office use only (To be filled by financial institution)

Application Type* ❑ New ❑ Update

KYC No. (Mandatory for KYC update required)

Account Type* ❑ Normal ❑ Minor ❑ Aadhaar OTP based E-KYC (in non-face to face mode)

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

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

Date of Birth* __-__-____

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

Marital Status* ❑ Married ❑ Unmarried ❑ Others

PAN* ❑ Form 60 furnished

Citizenship* ❑ IN-Indian ❑ Others (ISO 3166 Country Code ❑❑)

Residential Status* ❑ Resident Individual ❑ NRI ❑ Foreign National ❑ Person of Indian Origin

Occupation Type* ❑ S-Service (❑ Private Sector ❑ Public Sector ❑ Government Sector)
❑ O-Others (❑ Professional ❑ Self Employed ❑ Retired ❑ Housewife ❑ Student)

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

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

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

PHOTO

Ⓢ Signature/Thumb impression

Address

Line 1*
Line 2
Line 3

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

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

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

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

❑ A- Passport Number
❑ B- Voter ID Card
❑ C- Driving Licence
❑ D- NREGA Job Card
❑ E- National Population Register Letter

❑ F- Proof of Possession of Aadhaar X X X X X X X X

II ❑ E- KYC Authentication X X X X X X X X

III ❑ Offline verification of Aadhaar X X X X X X X X

IV ❑ Deemed proof of Address - Document Type code

Address

Line 1*

Line 2

Line 3

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

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

Tel. (Off) – Tel. (Res) – Mobile –

Email ID

❑ 5. REMARKS (If any)

❑ 6. APPLICANT DECLARATION

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

Ⓢ

Date: D D – D D – Y Y Y Y Place:

Signature / Thumb Impression of Applicant

❑ 9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ❑ Certified Copies ❑ E-KYC data received from UDAI ❑ Data received from Offline verification

❑ Equivalent e-document

Pos Code:

KYC VERIFICATION CARRIED OUT BY		INSTITUTION DETAILS	
Date:	– –	Name	**Istaa Finserv Private Limited**
Emp. Name:		Code	
Emp. Code:			
Emp. Designation:			
Emp. Branch:			
[Employee Signature]		[Institution Stamp]	

A Clarification / Guidelines on filling 'Personal Details' section

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

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

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

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

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

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

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

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

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

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
02	Property or Municipal Tax receipt.
03	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
04	Letter of allotment of accommodation from employer issued by State Government or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation.

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

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

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

C Clarification / Guidelines on filling 'Contact details' section

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

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

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

1 Provide KYC number of related person, if available.

E Clarification on Minor

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

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

First Holder

ANNEXURE - 2

KNOW YOUR CLIENT (KYC) APPLICATION FORM

MANDATORY

For Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS				PHOTOGRAPH
Name of the Applicant				Please affix your recent passport size photograph and sign across it.
Father's/ Spouse Name				
Gender	❑ Male ❑ Female	**Marital status**	❑ Married ❑ Unmarried	
Date of birth		**Nationality**		
Status	❑Resident Individual ❑ Non Resident ❑ Foreign National			
PAN		**Unique ID No./Aadhaar, if any:**		
Specify the proof of Identity submitted				Ⓢ

ADDRESS DETAILS							
Residence Address				Permanent Address (If different from Correspondence Address or overseas address mandatory for Non-Resi. Applicant)			
City		Pin		City		Pin	
State		Country		State		Country	
Resi No. (s)		Off. No. (s)		Resi No. (s)		Off. No. (s)	
Fax No. (s)				Fax No. (s)			
Mobile No.				Mobile No.			
Email				Email			
Specify the proof of add. submitted for Resi. Address				Specify the proof of add. submitted for Permanent Add.			

DECLARATION

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

Name				
Place	**Date**		**Signature**	Ⓢ

FOR OFFICE USE ONLY

❑ Originals verified and Self-Attested document copies received	**Signature of the Authorised Signatory**	**Seal/Stamp of the intemediary**
	Name	
	Signature	
	Designation	
	Date	

Second Holder

ANNEXURE - 2

KNOW YOUR CLIENT (KYC) APPLICATION FORM

MANDATORY

For Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS				PHOTOGRAPH
Name of the Applicant				Please affix your recent passport size photograph and sign across it.
Father's/ Spouse Name				
Gender	❑ Male ❑ Female	**Marital status**	❑ Married ❑ Unmarried	
Date of birth		**Nationality**		
Status	❑Resident Individual ❑ Non Resident ❑ Foreign National			
PAN		**Unique ID No./Aadhaar, if any:**		
Specify the proof of Identity submitted				Ⓢ

ADDRESS DETAILS							
Residence Address				Permanent Address (If different from Correspondence Address or overseas address mandatory for Non-Resi. Applicant)			
City		Pin		City		Pin	
State		Country		State		Country	
Resi No. (s)		Off. No. (s)		Resi No. (s)		Off. No. (s)	
Fax No. (s)				Fax No. (s)			
Mobile No.				Mobile No.			
Email				Email			
Specify the proof of add. submitted for Resi. Address				Specify the proof of add. submitted for Permanent Add.			

DECLARATION

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

Name				
Place	**Date**		**Signature**	Ⓢ

FOR OFFICE USE ONLY

❑ Originals verified and Self-Attested document copies received	**Signature of the Authorised Signatory**	**Seal/Stamp of the intemediary**
	Name	
	Signature	
	Designation	
	Date	

Third Holder

ANNEXURE - 2

KNOW YOUR CLIENT (KYC) APPLICATION FORM

MANDATORY

For Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS				PHOTOGRAPH
Name of the Applicant				Please affix your recent passport size photograph and sign across it.
Father's/ Spouse Name				
Gender	❑ Male ❑ Female	**Marital status**	❑ Married ❑ Unmarried	
Date of birth		**Nationality**		
Status	❑Resident Individual ❑ Non Resident ❑ Foreign National			
PAN		**Unique ID No./Aadhaar, if any:**		
Specify the proof of Identity submitted				Ⓢ

ADDRESS DETAILS							
Residence Address				Permanent Address (If different from Correspondence Address or overseas address mandatory for Non-Resi. Applicant)			
City		Pin		City		Pin	
State		Country		State		Country	
Resi No. (s)		Off. No. (s)		Resi No. (s)		Off. No. (s)	
Fax No. (s)				Fax No. (s)			
Mobile No.				Mobile No.			
Email				Email			
Specify the proof of add. submitted for Resi. Address				Specify the proof of add. submitted for Permanent Add.			

DECLARATION

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

Name				
Place	**Date**		**Signature**	Ⓢ

FOR OFFICE USE ONLY

❑ Originals verified and Self-Attested document copies received	**Signature of the Authorised Signatory**	**Seal/Stamp of the intemediary**
	Name	
	Signature	
	Designation	
	Date	

KNOW YOUR CLIENT (KYC) APPLICATION FORM

MANDATORY

For Non-Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS.

IDENTITY DETAILS			
Name of the Applicant			
Date of incorporation		**Place of incorporation**	
Date of commencement of business			
PAN		**Registration No.** (e.g. CIN)	
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)			

ADDRESS DETAILS							
Correspondence Address				Registered Address (If different from Correspondence Address)			
City		Pin		City		Pin	
State		Country		State		Country	
Resi No. (s)		Off. No. (s)		Resi No. (s)		Off. No. (s)	
Fax No. (s)				Fax No. (s)			
Mobile No.				Mobile No.			
Email				Email			
Specify the proof of add. submitted for Corps. Add.				Specify the proof of add. submitted for Regd. Add.			

OTHER DETAILS
Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors: Please provide details on Annexure - A attached.
DIN of whole time directors: Provide details on Annexure - A attached.
Aadhaar number of Promoters/Partners/Karta: Provide details on Annexure - A attached.

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

FOR OFFICE USE ONLY		
❑ Originals verified and Self-Attested document copies received	**Signature of the Authorised Signatory**	**Seal/Stamp of the intemediary**
	Name	
	Signature	
	Designation	
	Date	

Annexure - A

MANDATORY

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

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

Name: _____

Regd./Residential Address: _____

_____

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

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

Relationship with Applicant: _____ PAN: _____ Ⓢ

Signature across Photograph

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

Name: _____

Regd./Residential Address: _____

_____

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

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

Relationship with Applicant: _____ PAN: _____ Ⓢ

Signature across Photograph

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

Name: _____

Regd./Residential Address: _____

_____

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

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

Relationship with Applicant: _____ PAN: _____ Ⓢ

Signature across Photograph

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

Name: _____

Regd./Residential Address: _____

_____

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

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

Relationship with Applicant: _____ PAN: _____ Ⓢ

Signature across Photograph

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

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

For Individuals & Non-individuals ANNEXURE – 3 **MANDATORY**

TRADING ACCOUNT RELATED DETAILS

BANK ACCOUNT(S) DETAILS					
No.	MICR No.	Bank Name, Branch Add. & Tel. No.	A/c Type	Account No.	IFSC Code
1					
2					

Please provide Cancelled Cheque leaf for MICR & IFSC Code

DEPOSITORY ACCOUNT(S) DETAILS					
Sr. No.	DP Name	Depository Name	DP ID No.	BO ID	Beneficiary Name
1*					
2					

*Shares bought by you will be transferred to your DP A/c stated by you at Sr. No. 1

C. TRADING PREFERENCES

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

Exchanges	NSE, BSE & MSEI				MCX, NCDEX, BSE & NSE
All Segments	Cash / Mutual Fund	F&O	Currency	Debt	Commodity Derivatives

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

OTHER DETAILS

1. Gross Annual Income details (please specify) : Income Range per annum

❑ Upto Rs. 1,00,000/- ❑ Rs. 1,00,001/- to Rs. 5,00,000/- ❑ Rs. 5,00,001/- to Rs. 10,00,000/-
❑ Rs. 10,00,001/- to Rs. 25,00,000/- ❑ Rs. 25,00,001/- to Rs. 100,00,000/- ❑ Above Rs. 100,00,000/-
Net worth as on Date :_____ Rs._____ (Net worth should not be older than 1 year)

2. Occupation (please tick any one and give brief details)	❑ Private Sector ❑ Public Sector ❑ Government Service ❑ Business ❑ Student ❑ Professional ❑ Agriculturist ❑ Retired ❑ Housewife ❑ Others _	**For nd. only**
3. Please tick, if applicable	❑ Politically Exposed Person (PEP) ❑ Related to a Politically Exposed Person (PEP)	
4. Is the entity involved/providing any of the following services ❑ YES ❑ NO - For Foreign Exchange / Money Changer Services ❑YES ❑NO – Gaming / Gambling / Lottery Services (e.g. casinos, betting syndicates) ❑ YES ❑ NO - Money Lending / Pawning ❑ YES ❑ NO		**For NI only**
5. **Any other information**		

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:	

DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS					
If client is dealing through the sub-broker, provide the following details:					
Name				BSE SEBI Reg. No.	
Regd. Off.				NSE SEBI Reg. No.	
Address					
Signature X		Tel. No.		Remisier/AP (BSE)	
		Fax No.		Remisier/AP (NSE)	
		Website			

"Pursuant to SEBI Circular dated August 3rd,2018, w.e.f. April 1st,2019 Sub-Broker has been migrated to AP."

Whether dealing with any other stock broker/sub-broker (if in case dealing with multiple stock brokers/sub-brokers, provide details of all)			
Name of Stock broker	Name of Sub-broker, if any	Client Code	Exchange
Details of disputes/dues pending from/to such stock broker/sub- broker:			

ADDITIONAL DETAILS	
Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify):	❑ YES ❑ NO
Specify your Email id, if applicable:	
Whether you wish to avail of the facility of internet trading/ wireless technology (please specify):	❑ YES ❑ NO
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	

INTRODUCER DETAILS (Optional)			
Name		Signature X	
Add. / Tel.			
Status of the Introducer: Sub Broker / Remisier / Authorized Person / Existing Client / Others, please specify_____			

NOMINATION DETAILS (FOR INDIVIDUAL ONLY)			
❑ I / We wish to nominate		❑ I / We do not wish to nominate	
Name of Nominee		Relation with Nominee	
Address		PAN No.	
		Tel. No.	
If Nominee is a minor, details of Guardian		Date of Birth	
Name of Guardian			
Address & Tel No.		Signature of Guardian	
Witnesses (Only applicable in case the account holder has made nomination)			
Name		Name	
Address		Address	
Signature		Signature	

DECLARATION

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

Name				Signature of Client/(all) Authorized Signatory(ies) Ⓢ
Place		Date		

FOR OFFICE USE ONLY		
UCC Code allotted to the Client:		
Documents verified with Originals	Client Interviewed / Approved by	In person Verification done by
Name of the employee		
Signature		
Designation of the employee		
Employee Code		
Date		

I/We undertake that we have made the client aware of 'Policy and Procedures', tariff sheet and all the non-mandatory documents.

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

Date:_____ Signature of the Authorised Signatory Seal/Stamp of the stock broker

Annexure A

Most Important Terms and Conditions (MITC)

(For non-custodial settled trading accounts)

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

ANNEXURE – 4

MANDATORY

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

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

CLIENT INFORMATION

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

MARGINS

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

TRANSACTIONS AND SETTLEMENTS

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure

to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.

14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/ payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.
15. The stock broker shall ensure that the money/securities deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the stock broker for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, Regulations, circulars, notices, guidelines of SEBI and/or Rules, Regulations, Bye-laws, circulars and notices of Exchange.
16. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, stock broker shall be entitled to cancel the respective contract(s) with client(s).
17. The transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars/ notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Regulations of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of the Exchanges and the circulars/notices issued thereunder.

BROKERAGE

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

LIQUIDATION AND CLOSE OUT OF POSITION

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

DISPUTE RESOLUTION

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

26. The client/stock-broker understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/stock-broker shall be binding on the client/stock-broker in accordance with the letter authorizing the said representative to deal on behalf of the said client/stock-broker.

TERMINATION OF RELATIONSHIP

27. This relationship between the stock broker and the client shall be terminated; if the stock broker for any reason ceases to be a member of the stock exchange including cessation of membership by reason of the stock broker's default, death, resignation or expulsion or if the certificate is cancelled by the Board.
28. The stock broker, sub-broker and the client shall be entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.
29. In the event of demise/insolvency of the sub-broker or the cancellation of his/its registration with the Board or/withdrawal of recognition of the sub-broker by the stock exchange and/or termination of the agreement with the sub broker by the stock broker, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the 'Rights and Obligations' document(s) governing the stock broker, sub-broker and client shall continue to be in force as it is, unless the client intimates to the stock broker his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

ADDITIONAL RIGHTS AND OBLIGATIONS

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

ELECTRONIC CONTRACT NOTES (ECN)

37. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
38. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
39. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.
40. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/ e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/ stock exchanges.
41. The stock broker shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/ stock exchanges and maintain the proof of delivery of such physical contract notes.
42. In addition to the e-mail communication of the ECNs to the client, the stock broker shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.

LAW AND JURISDICTION

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

Signature of Client: Ⓢ_____

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.

Signature of Client : Ⓢ _____

Place : _____

Date : _____

ANNEXURE – 5

MANDATORY

RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS

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

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

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

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

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

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

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

1. BASIC RISKS:

1.1 Risk of Higher Volatility:

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

1.2 Risk of Lower Liquidity:

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

securities / derivatives contracts as compared to active securities / derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

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

1.3 Risk of Wider Spreads:

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

1.4 Risk-reducing orders:

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

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

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

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

1.5 Risk of News Announcements:

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

1.6 Risk of Rumors:

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

1.7 System Risk:

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

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

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

1.8 System/Network Congestion:

Trading on exchanges is in electronic mode, based on satellite/leased line based communications, combination

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

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

2.1 Effect of "Leverage" or "Gearing":

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

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

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

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

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

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

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

2.2 Currency specific risks:

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

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

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

2.3 Risk of Option holders:

1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short

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

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

2.4 Risks of Option Writers:

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

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

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

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

4. GENERAL

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

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

Signature of Client : Ⓢ_____

Place : _____

Date : _____

ANNEXURE-6

MANDATORY

GUIDANCE NOTE - DO'S AND DON'TS FOR TRADING ON THE EXCHANGE(S) FOR INVESTORS

BEFORE YOU BEGIN TO TRADE

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

TRANSACTIONS AND SETTLEMENTS

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

transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

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

14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.

15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

IN CASE OF TERMINATION OF TRADING MEMBERSHIP

16. In case, a stock broker surrenders his membership, is expelled from membership or declared a defaulter; Stock exchanges gives a public notice inviting claims relating to only the "transactions executed on the trading system" of Stock exchange, from the investors. Ensure that you lodge a claim with the relevant Stock exchanges within the stipulated period and with the supporting documents.

17. Familiarize yourself with the protection accorded to the money and/or securities you may deposit with your stock broker, particularly in the event of a default or the stock broker's insolvency or bankruptcy and the extent to which you may recover such money and/or securities may be governed by the Bye-laws and Regulations of the relevant Stock exchange where the trade was executed and the scheme of the Investors' Protection Fund in force from time to time.

DISPUTES/ COMPLAINTS

18. Please note that the details of the arbitration proceedings, penal action against the brokers and investor complaints against the stock brokers are displayed on the website of the relevant Stock exchange.

19. In case your issue/problem/grievance is not being sorted out by concerned stock broker/sub-broker then you may take up the matter with the concerned Stock exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.

20. Note that all the stock broker/sub-brokers have been mandated by SEBI to designate an e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints.

Signature of Client : Ⓢ_____

Place : _____

Date : _____

MANDATORY

POLICIES AND PROCEDURES OF ISTAA FINSERV

a. Refusal of orders for penny stocks:

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

- Has small market capitalization;
- Trades at a price less than its face value;
- Has unsound fundamentals;
- Is illiquid (A list if illiquid securities is jointly released by NSE & BSE from time to time.)
  Istaa Finserv recognizes that it is client's privilege to choose shares in which he/she would like to trade. However, Istaa Finserv like to have special attention to dealing in "Penny stocks".
- Istaa Finserv may refuse to execute any client's orders in penny stocks without assigning any reason for the same.
- Any large order for purchase or sale of a "Penny stocks" should be referred to Head - Dealing, such orders can be put in the market for execution.
- Clients must ensure that trading in "Penny stock" doesn't result in creation of artificial volume or false or misleading appearance of trading. Further, clients should ensure that trading in "Penny stock" doesn't operate as a device to inflate or depress or cause fluctuations in the price of such stock.
- Clients are expected not to place orders in penny stocks at prices which are substantially different from the prevailing market prices. Any such order is liable to be rejected at the sole discretion of Istaa Finserv.
- In case of sale of penny stocks, client should ensure delivery of shares to Istaa Finserv before the pay-in date.
- Istaa Finserv reserves the right to refuse or restrict the execution of any transaction requests of the Client on certain stocks depending on various conditions like volume, value, illiquidity, even though a client may have credit balance or sufficient margin in the trading account or restrictions in Z group/T group or restrictions on ASM/GSM securities appearing in SMS list.

b. Setting up client's exposure limit:

- Exposure limit for each client is determined by the Risk management Department based on Net-worth information, client's financial capacity, prevailing market conditions and Margin deposited by client in the form of funds/ securities with the Istaa Finserv These limits may be set exchange-wise, segment-wise, & scrip-wise.
- Istaa Finserv retains the discretion to set and modify from time to time any client's exposure limit decided as above.
- The limits are determined by Risk Management Department based on the above criteria and payment history of the client in consultation with Sales/Sales trader.
- Whenever, any client has taken over or wants to take exposure in any security, Istaa Finserv 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, Istaa Finserv may refuse to trade on behalf of such client in its own discretion.

c. Applicable brokerage rate:

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

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

- Penalty and other charges levied by Exchanges pertaining to trading of the client shall be recovered from the respective client.
- If there is delay on part of client in satisfying his/her margin obligation or settlement obligations, then, Istaa Finserv shall levy interest at the maximum rate of 2% per month or part there off. on such shortage amount for the delayed period on such client. Istaa Finserv shall recover such delayed payment charges from the client by debiting the client's account.

- No interest or charges will be paid by Istaa Finserv to any client in respect of retention of funds or securities towards meeting future settlement obligations and in respect of running account authorizations.

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

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

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

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

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

Istaa Finserv shall have absolute discretion and authority to limit client's volume of business or to close any existing position of a client without giving any prior notice to the client under following mentioned conditions:

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

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

- Any client desirous of temporarily suspending his or her trading account has to give such request in writing to the management. After management's approval, any further dealing in such client's account will be blocked. Whenever, any suspended account wants to resume trading, request in writing should be made to management and management may ask for updated financial information & other details for reactivating such account. After receiving necessary documents, details etc. and approval from the management, client is reactivated & is allowed to carry out transaction.
- Similarly, any client desirous of closing his/her account permanently is required to inform in writing and the decision in this regard is taken by management. After necessary approval from the management, the client code is deactivated. Only after scrutinizing the compliance requirements and "no pending queries" confirmation is taken, securities and funds accounts are settled.

i. Deregistering a Client

Istaa Finserv may, in its absolute discretion, decide to deregister a particular client. The illustrative circumstances

under which Istaa Finserv may deregister a client are given below:

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

  Any outstanding dues in the client's account will be communicated and collected from the client and the client will be liable to pay such dues immediately on receiving such communication.

j. Policy for Dormant In-active account:

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

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

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

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

k. Client Acceptance of Policies and Procedures stated hereinabove:

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

Ⓢ

(Signature of the constituent)

BROKERAGE AND STATUTORY CHARGES **MANDATORY**

Further, I agree to the following terms of doing business

Segment	Sq. off %		Sq. off Min (ps)		Delivery %	Delivery Min (ps)
	Buy	Sell	Buy	Sell		
NSE Cash						
NSE Futures						
NSE Options						
NSE Currency						
NSE Curr. Opt.						
BSE Cash						
BSE Futures						
BSE Options						
BSE Currency						
BSE Curr. Opt.						

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

Note:
1. Inter settlement / DP transaction charges arising out of purchase / sell transactions effected by constituents will be debited to Constitute Account.
2. The above charges are subject to change by the regulatory authorities or Government agencies.
3. Brokerage will not exceed the limits prescribed by Exchange/SEBI.
4. Other levies, viz. GST, Transaction Charges, STT, Stamp Duty, SEBI Turn over charges etc. will be levied in addition to the brokerage as stated above, or such other rates of brokerage as intimated to the client from time to time. Additionally, GST is charged on Transaction Charges & SEBI Turn over charges.

Signature of the Client Ⓢ _____

FOR OFFICE USE ONLY			
UNIQUE CONSTITUENT CODE: (To be inserted by the Brokerage Firm)			
	NAME	**SIGNATURE AND DATE**	
AUTHORISED BY			
ENTERED BY			

INSTRUCTIONS FOR THE APPLICANTS FOR DEMAT ACCOUNT OPENING

Applicant shall fill up the KYC Application form as specified by the KYC Registration Agency for individuals or for Non-Individuals as the case may be and additional KYC Form for opening a Demat Account for Individuals (Annexure 2.1) or for Non-Individuals (Annexure 2.2) and submit the same to the DP. The applicant should submit any one of the documents as valid Proof of Identity and Proof of address as specified by SEBI from time to time. If the investor is already KRA compliant, the investor should disclose such details of KRA with whom he / she is registered. Such investor need not submit KYC documents and KYC application form again. A Power of Attorney holder cannot open a demat account on behalf of the BO. DP must collect separate KYC application forms from sole / first holder, second holder and third holder in case of Joint Accounts. In case, if sole holder is a minor, KYC application form should be collected from the guardian also. Separate KYC application form to be collected from the HUF entity, Karta, Trust and Trustees in case of unregistered Trust and Partnership Firms. In order to open an account, the investor needs to fill up KYC Application form (if not KRA compliant) and Additional KYC form for opening a demat account. As per the format provided by CDSL (Annexures 2.1 or 2.2). The investor shall complete the standard form in all respects and submit the same to the DP along with the relevant documents as prescribed by SEBI vide circular no. MIRSD/SE/CIR-21/2011 dated October 5, 2011 & circular no. MIRSD/CIR-26/2011 dated December 23, 2011. However, the DPs can obtain a single form from the CM for opening the multiple accounts of same exchange, e.g. CM Principal and CM USA accounts for BSE and CM Clearing Member for exchanges other than BSE. Instructions to the applicants / BOs for account opening as given in Annexure 2.3 may also be printed on the account opening forms or given to the BOs as a separate sheet along with the accounting form. Those section of the application form, which are not relevant to any particular type of BO, shall be marked "Not Applicable".

BO must provide photocopies of documents submitted on regular paper and not on thermal facsimile paper.

Obtaining PAN Card details of all holders is compulsory for all categories of demat account holder (s) & updation of the same in CDSL system.

In some cases, the PAN is not required to be entered. Such cases are to be handled by entering appropriate exemption code. The exemption codes provided are as follows:

Exemption Code	D	G	P	S	U	H
Exemption Description for the account holder	Custodian	Governor	President of India	Sikkim Resident	UN entities / Multilateral Agencies	Holder Deceased

CHECK-LIST → (All the documents must be self attested by applicant)

(A) Correspondence Address

- This is applicable to all types of investors. • If correspondence address of the BO is not the same as permanent address, then the DP shall obtain proof of correspondence address and enter the same in the system, in case the BO is not registered with KRA.
- If the BO is registered with KRA and wants to use the same correspondence address mentioned in the KRA system, the BO will inform the DP accordingly. • If the BO is registered with KRA and does not want to use the correspondence address mentioned in the KRA system, the BO will inform the DP and submit SEBI specified proof of address document for the address to be entered on CDSL system.
- As per SEBI Circular No. CIR/MRD/DP/37/2010 dated December 14, 2010, address of a third party as a correspondence address, may be captured in a BO account provided that the Depository Participant (DP) ensures that all prescribed 'Know Your Client' norms are fulfilled for the third party also. The DP shall obtain proof of identity and proof of address for the third party. The DP shall also ensure that customer due diligence norms as specified in Rule 9 of Prevention of Money Laundering Rules, 2005 are complied with in respect of the third party.
- Where third party address is accepted as correspondence address, the DP shall ensure that proof of permanent address for the BO has been obtained and the same has been entered in the system. DPs should ensure that the statement of transactions and holdings are sent to the BO's permanent address atleast once in a year. • In case of PMS accounts, portfolio manager's address cannot be captured as correspondence address.

(B) Minor Details

The minor shall be the first and sole holder in the account i.e. there shall not be any joint accounts where a minor is a First / Second / Third joint holder.

PAN card details of minor have to be entered in CDSL system.

In case of death of Guardian of existing Minor account holder:

In the case of death of the guardian of an existing minor account holder, the following procedure shall be followed:

i. Original Death Certificate of the deceased Guardian or a copy of the same, duly notarized or attested by a Gazetted Officer.
ii. The minor's account shall be frozen under the appropriate reason code till the new guardian has completed all formalities.
iii. Original or copy of the Court Order (duly notarized or attested by a Gazetted Officer), if the new guardian has been appointed by the Court.
iv. The new guardian shall submit a new account opening form duly complete in all respects along with KYC application form or details of KRA registered with.
v. DP has to provide a copy of Rights and Obligations document to the new guardian and keep an acknowledgement of the same on record.
vi. The new guardian shall submit a fresh Nomination Form for the minor's account.
vii. After verification of the AOF and documentation, details of the Guardian of the Minor account holder shall be suitably modified in the CDSL system.
viii. The signature of the deceased guardian shall be deleted and the signature of the new guardian shall be recorded in the CDSL system.
ix. POA documents/details, if any, recorded with the signature of the deceased guardian shall be deleted.

After the minor has attained majority, DP must collect new KYC application form after the minor has attained majority. The following procedure is to be adopted: • The account holder shall submit KYC application form or details of KRA registered with. • The account holder shall submit a new account opening form duly complete in all respects. The DP shall provide a copy of the Rights and Obligations document to the account holder and shall keep an acknowledgment of the same on record. • The guardian's details shall be deleted and guardian's signature shall be replaced by account holder's signature.

The above procedure can be followed only if the word 'minor' is not present in the "Account Holder's name" when the account was opened. If "minor" word is present, then the existing account has to be closed and a new account shall be opened.

(C) HUF

The documents to be obtained are:

a) The PAN details of the HUF entity would have to be entered in the CDSL system.
b) Declaration by Karta giving details of the family members of the HUF with their names, sex (male/ female), date of birth and relationship with the Karta.
c) DPs shall note the following while opening a HUF account:

• HUF accounts cannot be opened with joint holder(s). • HUF accounts cannot appoint a nominee. • In the account opening form, the Karta shall sign under the HUF stamp. • Account can be opened in the name of - Existing Karta / HUF entity • The name shall be as it appears in the PAN card, e.g. A H Doshi & Sons, Bal Govind Zangle (HUF). • In case POA is to be given by the karta to some other entity to operate the HUF Account, the POA shall be signed by all the members of the HUF account in addition to the karta.

Procedure to be adopted in the event of death of Karta is as follows:

- HUF, being a Hindu Undivided Family, the property of the family is managed by the Karta, • HUF does not come to an end in the event of death of the Karta. In such a case, the members of the HUF will appoint the new Karta. • The new karta shall submit the new list of members and a no objection from the surviving members of the HUF for him to act as Karta of the HUF. • The new Karta will submit to the DP the account modification form and record change in signature of the new Karta to operate the account. • The previous account need not be closed and the same account can continue.

Procedure to be followed in case of partition of HUF:

In case of partial partition of the HUF, if one or two members of the HUF have left, the others can still continue the HUF in the existing name. In case of full partition, the entire HUF is dissolved. In both the above cases, the Karta can transfer shares to the members who seek partition. If the issue of transfer cannot be amicably settled, the family members can go to court and transfer of shares can then be based on the Court directions.

Procedure to be followed in case of POA being given for the HUF

The Power of Attorney (POA) document shall be signed by the Karta of the HUF and all the co-parceners.

(D) NRI

a) In case of foreign address, if address with P.O. Box No. has been submitted as Permanent and/or Correspondence address. Additionally the DPs shall obtain the complete residential address of the NRI BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform the DP.
b) A declaration duly signed by the NRI that he/she has complied with and will continue to comply with, FEMA regulations and other applicable laws.

Change of status from NRI to Resident and vice versa:

It is the responsibility of the individual to inform the change of status to the DP with whom he/she has opened the demat account. Subsequently, a new demat account in the new status will have to be opened, securities shall be transferred from the old demat account to the new demat account and then the old demat account shall be closed.

(E) Foreign Nationals

a) Documents – same as NRI. • b) If the foreign address with P.O. Box No. is given as Permanent and/or Correspondence address, additionally, the DPs should obtain the complete residential address of the Foreign National BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform the DP.

(F) **Association of Persons (AOP)**

a) Object of the association. b) Powers of the Managing Committee. c) Copy of the Bye Laws.

(G) **Proprietary / Partnership Firms**

BO accounts in the name of the Proprietorship Concern or Partnership Firm cannot be opened in CDSL system. KYC application form / KRA details are to be obtained for proprietor / partners and partnership firm. For Partnership firm, Partnership deed is also to be obtained. The pan card details of the partnership firm / proprietor is to be updated in the CDSL system.
BO's Account can have a maximum of three names associated with it: the Sole/ First Account holder, the First Joint holder and the Second Joint holder. One passport-size photograph of each applicant shall be pasted on the form along with their signatures across the photograph and Account Opening Form.

(H) **Foreign Corporate**

A duly signed declaration that the corporate has complied with, and will continue to comply with, FEMA Regulations and other applicable laws.

(I) **Clearing Member (CM)**

a) If CM is a corporate body: True copy of certificate of registration with SEBI, certified by Managing Director/Company Secretary / notarized.
b) If CM is a not a corporate body: • The CM account (CM Pool / CM Principal / 1 / Early Pay-in) may be opened in the CDSL system:
i)- either in the name of the partnership firm/entity as mentioned on the Certificate of Registration with SEBI, or ii)- in the name of the proprietor or partners (up to three partners). • Photocopy of Certificate of Registration with SEBI, duly notarized.
c) Asset Management Company (AMC) Pool Account: • This account is linked with a stock exchange.
Following document is to be submitted by the AMC for opening the pool account with any DP of CDSL for the purpose of settlement of mutual fund units:
• Letter / circular / instructions issued by the concerned Stock Exchange indicating the CM ID.

(J) **OCBs**

a) Certified true copy of Board Resolution, certified by Managing Director/Company Secretary for persons authorized by the Board to act as authorized signatory (ies).
b) Names of the authorized signatory (ies), designation, photographs and their specimen signatures, certified by Managing Director/Company Secretary.
c) Memorandum and Articles of Association of the Company.
d) RBI Registration Certificate.
e) Declaration from the OCB that it meets with the guidelines issued by RBI / Ministry of Finance.
f) Certificate from overseas auditors in Form OAC or OAC – 1, as may be applicable.
g) Statement of account from the Bank.

(K) **Society**

Registered Society: The account shall be opened in the name of the society.
Unregistered Society: a) The account shall be opened in the names of the members under "Individual" category (maximum three accountholders).
b) All the documents, as applicable for account opening under individual category, shall be obtained.

(L) **Trust**

Public Trust/ Charitable Trust and Trust capable of holding property in its name (Registered Trust /Public Trust):
a) Account shall be opened in the name of the Trust.
b) Certificate of Registration of Trust under the Societies Registration Act/Public Trust Act,1860 / Bombay Public Trust Act,1950 / Public Trust Act, of relevant State.
c) Certified true copy of Board Resolution to open the demat account and specifying the persons authorized by the Board to act as Authorized signatory(ies) to operate the demat account.
d) Names of the authorized signatories, designation, and their specimen signatures duly verified by the Managing Trustee.
Private Trust:
a) The Board of Trustees shall specify the names of the trustee/s who shall hold/ operate the demat account.
b) The account shall be opened in the names of the trustees under "Individual" category of the first named trustee (maximum three account holders).
Recognized' Funds / Trusts/ Other similar entities.
The Funds/ Trusts/ Entities presently included under this category are as follows:
a) Employees Provident Fund, which have been recognized by the Provident Fund Commissioner under Employee's Provident Funds & Miscellaneous Provisions Act, 1952.
b) Employees Gratuity Fund, which are formed under Payment of Gratuity Act, 1972.
c) Superannuation Fund which are formed under the guidelines issued by Income Tax Department.
d) Venture Capital Funds which are registered by SEBI.
(e) ESOP Trust formed pursuant to the guidelines issued by SEBI).
Accounts of the above Funds/ Trusts/ Entities shall be opened in the name of above Funds/ Trusts/ Entities as they are recognized either under the Income Tax Act or Securities & Exchange Board of India Act, etc.
Documents to be furnished by the above Funds/ Trusts/ Entities and other Funds/ Trusts/ Entities, which are similarly placed, are:
• Certificate of Registration, if any, issued by the authority recognizing the Fund / Trust / Entity as such; • Trust Deed and Rules and/or any document or charter defining their constitution and providing for management thereof; • List of Members on the Board of Trustees/Governing Body; • Certified true copy of the Resolution passed by the Board of Trustees/Governing Body to open the demat account and specifying the persons authorized by the Board to act as Authorized signatory(ies) to operate the demat account; • Names of the authorized signatories, designation, and their specimen signatures duly verified by the Managing Trustee;

(M) **Banks**

a) Certified true copy of Board Resolution, or b) Letter on the letterhead of the bank, signed by the Chairman/MD authorizing opening of account and authority given to authorized signatories to open and operate the demat account.

(N) **Mutual Funds**

SEBI Registration Certificate clearly indicating the name of the Mutual Fund.

(O) **Escrow Account**

• KYC form / KRA details of entity that is opening the account (RTA / Clearing Member / Manager to the Issue). • The photographs of the authorized signatory (ies) who would be operating the account. • PAN card of both parties i.e. Corporate entity & Escrow Agent. The PAN details of the Corporate entity would have to be captured in the CDSL system.
Procedure for opening Escrow account.
• The escrow account shall be opened in the name and form of < Issuer name> - <Reason for opening the escrow account>-operated by-<Operator Name> for e.g. Infosys Technologies Ltd. – Buyback Account - Operated by – Karvy Consultants Ltd. • The photographs of authorized signatories who will be opening the account as well as who will be operating the account along with name, designation shall also be obtained. • The escrow account shall be active for the limited period of the activity for which it has been opened. Such period shall be as specified by SEBI / CDSL or any such regulating authority from time to time. After the specified period is over the account shall be closed by the DP irrespective of whether the closure instruction is received from the account holder or not.

(P) **Limited Liability Partnership Firm**

Demat Account for Limited Liability Partnership Firm [which is registered under the Limited Liability Partnership Act (2008)]
Such an account shall be opened as: <"Company Name" Limited Liability Partnership> or <"Company Name" LLP>. For example, if the company name is "ABC" then the demat account shall be opened in the name of <ABC Limited Liability Partnership> or <ABC LLP>.
The following documents shall be obtained :
(i) Registration Certificate granted by the Registrar to the LLP under the LLP Act 2008. (ii) Declaration, on the letterhead of the LLP signed by all the designated partner/s clearly stating that the within named persons, who are designated partners of the LLP, have been nominated as authorized signatories to open and operate the said demat account on behalf of the LLP. (iii) The declaration shall specify the manner in which the account will be operated, that is: jointly or severally and shall give details of the names, addresses and DPIN [Designated Partner Identification Number allotted by the Registrar for each designated partner]/DIN [Directors Identification Number] along with their signatures and photographs. (iv) PAN Card details of the LLP are to be entered in the CDSL system. (v) The bank details in the name of the LLP, as sole / first holder in the bank account. (vi) PAN card of the authorized signatories to be kept on record. (vii) In case of change in registered office address of the LLP, the DP should take on record the notice of change of address filed by the LLP with the Registrar
• Joint holders in the demat account may be allowed. • Nomination in such demat accounts shall not be allowed. • Such demat accounts shall be opened under "Corporate" status in the CDSL system with the sub-status "Limited Liability Partnership".

Additional KYC Form for Opening a Demat Account

For Individuals

ISTAA FINSERV PRIVATE LIMITED
12 A/4, New Sion CHS Ltd, Sion West, Mumbai – 400022.

(To be filled by the Depository Participant)

Application No.									Date	D	D	M	M	Y	Y	Y	Y		
DP Internal Reference No.																			
DP ID									Client ID										

(To be filled by the applicant in **BLOCK LETTERS** in English)

I/We request you to open a demat account in my/ our name as per following details:-

Holders Details

Sole / First Holder's Name		PAN												
		UID												
		UCC												
		Exchange Name &ID												
Second Holder's Name		PAN												
		UID												
Third Holder's Name		PAN												
		UID												

Name *	_____

*****In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm,Unregistered Trust, etc., should be mentioned above.

Type of Account (Please tick whichever is applicable)

Status	Sub – Status
❑ Individual	❑ Individual Resident ❑ Individual-Director ❑ Individual Director's Relative ❑ Individual HUF / AOP ❑ Individual Promoter ❑ Minor ❑ Individual Margin Trading A/C (MANTRA) ❑ Others(specify) _____
❑ NRI	❑ NRI Repatriable ❑ NRI Non-Repatriable ❑ NRI Repatriable Promoter ❑ NRI Non-Repatriable Promoter ❑ NRI – Depository Receipts ❑ Others (specify) _____
❑ Foreign National	❑ Foreign National ❑ Foreign National - Depository Receipts ❑ Others (specify)_

Details of Guardian (in case the account holder is minor)

Guardian's Name		PAN	
Relationship with the applicant			
I / We instruct the DP to receive each and every credit in my / our account (If not marked, the default option would be 'Yes')		[Automatic Credit] ❑ Yes ❑ No	
I / We would like to instruct the DP to accept all the pledge instructions inmy /our account without any other further instruction from my/our end (If not marked, the default option would be 'No')		❑ Yes ❑ No	
Account Statement Requirement	❑ As per SEBI Regulation ❑ Daily ❑ Weekly ❑Fortnightly ❑Monthly		
I / We request you to send Electronic Transaction-cum-Holding Statement at the email ID			❑ Yes ❑ No
I / We would like to share the email ID with the RTA			❑ Yes ❑ No
I / We would like to receive the Annual Report ❑ Physical / ❑ Electronic / ❑ Both Physical and Electronic(Tick the applicable box. If not marked the default option would be in Physical)			

I/ We wish to receive dividend / interest directly in to **my** bank account as given below through ECS (If not marked, the default option would be 'Yes') [ECS is mandatory for locations notified by SEBI from time to time]	❑ Yes ❑ No

Bank Details [Dividend Bank Details]

Bank Code (9 digit MICR code)															
IFS Code (11 character)															
Account number															
Account type	❑ Saving ❑ Current ❑ Others (specify)														
Bank Name															
Branch Name															
Bank Branch Address															
City		State		Country	PIN code										

(i) Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued, (or)
(ii) Photocopy of the Bank Statement having name and address of the BO
(iii) Photocopy of the Passbook having name and address of the BO, (or)
(iv) Letter from the Bank.

- In case of options (ii), (iii) and (iv) above, MICR code of the branch should be present / mentioned on thedocument.

Other Details Gross Annual IncomeDetails	**Income Range per annum:** ❑ Up to Rs.1,00,000 ❑ Rs 1,00,000 to Rs 5,00,000 ❑ Rs 5,00,000 to Rs 10,00,000 ❑ Rs 10,00,000 to Rs 25,00,000 ❑ More than Rs 25,00,000 Net worth as on (Date) D D M M Y Y Y Y Rs [Net worth should not be older than 1 year]
Occupation	❑ Private / Public Sector ❑ Govt. Service ❑ Business ❑ Professional ❑ Agriculture ❑ Retired ❑ Housewife ❑ Student ❑ Others (Specify) ______________
Please tick , if applicable:	❑Politically Exposed Person (PEP) ❑ Related to Politically Exposed Person (RPEP)
Any other information:	

SMS Alert Facility Refer to Terms & Conditions given as **Annexure - 2.4**	MOBILE NO. +91 ______________________ [(Mandatory , if you are giving Power of Attorney (POA)] (if POA is not granted & you do not wish to avail of this facility, cancel thisoption).	
Easi	To register for **e**asi, please visit our website www.cdslindia.com. **E**asi allows a BO to view his ISIN balances, transactions and value of theportfolio online.	

MODE OF OPERATION FOR EXECUTION OF TRANSACTIONS (Transfer, Pledge & Freeze)

❑ Jointly	❑ Anyone of the Holder

Consent for communication to be received by first account holder / All account holder: (Tick the applicable box, if not marked the default option would be first holder)		
❑ First Holder	❑ All Holder	❑ Email id
	❑ Second Holder	
	❑ Third Holder	

	First/Sole Holder or Guardian (in case of Minor)	Second Joint Holder	Third Joint Holder
Name			
Signatures	Ⓢ	Ⓢ	Ⓢ
Latest Passport size colour photograph →	(Please sign across the photograph) (Excluding face)	(Please sign across the photograph) (Excluding face)	(Please sign across the photograph) (Excluding face)

(S*ignatures should be preferably in black ink*)
(In case of minor holder, photograph of guardian has to be affixed along with minor's photograph)
(Please confirm & check that all the A/c holder has to do the signature in same order in all the places wherever required)
(In case of more authorised signatories, please add annexure)

To,

ISTAA FINSERV PRIVATE LIMITED

12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022.
Tel.No.: +91-22-24018218/19 Fax No: +91-22-24082687.
E-mail: info@istaa.com • Website: www.istaafinserv.com

Date: _____

Dear Sir / Madam,

❑ I / We do not want to avail the BSDA (Basic Services Demat Account) facility in respect of my /our below mentioned demat account with you.

❑ I / We wish to avail the BSDA facility for the new account for which we have submitted my / our account opening form

❑ I / We wish to avail the BSDA facility for my / our below mentioned demat account number

DP ID	1	2	0	8	5	1	0	0	Client ID	0	0						

	Name	PAN									
Sole/First Holder											
Second Holder											
Third Holder											

I/We have read and understood the regulatory (SEBI) guidelines for opening a Basic Services Demat Account and undertake to comply with the aforesaid guidelines from time to time. I/we also undertake to comply with the guidelines issued by any such authority for BSDA facility from time to time. I/We also agree that in case our demat account opened under BSDA facility does not meet the eligibility for BSDA facility as per guideline issued by SEBI or any such authority at any point of time, my / our BSDA account will be converted to regular demat account without further reference to me/us and will be levied charges as applicable to regular accounts as informed by the DP.

I, the first / Sole holder also hereby declare that I do not have / propose to have any other demat account across depositories as a first / sole holder.

	Signature
Sole/First Holder	Ⓢ
Second Holder	Ⓢ
Third Holder	Ⓢ

- (Please Tear here) -

ACKNOWLEDGEMENT RECEIPT

Received BSDA declaration form from:

DP ID	1	2	0	8	5	1	0	0	Client ID	0	0						
Name																	
Address																	

Istaa Finserv Private Limited

Date:

(Authorised Signatory)

Nomination Form for Demat Accounts

1. I / We wish to make nomination [as per details given below

   (You can nominate upto 3 persons)

	Details	1st Nominee	2nd Nominee	3rd Nominee
1	Name of the nominee*			
2	Relationship with the Applicant			
3	Date of Birth (to be provided in case the nominee is a minor)			

2. I want the following nomination details to be printed in the account / holding statements (tick one of the boxes below):

   ☐ Name of the Nominee(s)

   ☐ Whether nomination given: Yes / No (not name of the nominee)

3. **Optional details of nomination**:

	Details	1st Nominee	2nd Nominee	3rd Nominee
a)	% Share of nominee** (equal share if % is not specified)			
b)	Mobile of nominee*** (*Please note that the DP / MF RTA will be able to reach out to your nominee if you provide the contact details)*			
c)	Email ID of nominee*** *(Please note that the DP / MF RTA will be able to reach out to your nominee if you provide the contact details)*			
d)	Specify Personal identifier document • Aadhaar (last four digit), PAN, Driving Licence, Passport ***			

**Any odd lot after division shall be transferred to the first nominee mentioned in the form.

*** The aforesaid details shall be optionally provided for the Guardian, in case of nominee is a minor.

4. Signature:

Name(s) of holder(s)	Signature(s) of holder****
Sole / First Holder (Mr./Ms.)	
Second Holder (Mr./Ms.)	
Third Holder (Mr./Ms.)	

****If nomination is submitted:

- **Online:** validate through Digital Signature Certificate or Aadhaar-based e-sign or by using any other e-sign facility recognized under Information Technology Act, 2000 or two factor authentication (2FA) in which one of the factors shall be a One-Time Password (OTP) sent to the registered mobile number and email address.

- **Physical / offline:** wet signature (signature of witness shall not be required). However, if thumb impression (instead of wet signature) is affixed, then the same shall be witnessed by two persons and details of such witnesses (name and address) shall be duly provided in this form.

Note:

- Investors can provide, changes or cancel nominations any number of times.

- The signature of all the joint holders shall be obtained for providing / changing nomination regardless of mode of operations.

- This nomination shall supersede any prior nomination made by the investor(s), if any.

- Investors can change nomination any number of times.

- Investor have the right to receive acknowledgement of the nomination form for each instance of nomination / subsequent change.

***

Declaration for opting-out of nomination

I / We hereby confirm that I / We do not wish to appoint any nominee(s) in my / our MF Folio/ demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents / information for claiming of assets held in my / our MF Folio / demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the MF Folio / demat account.
Name and Signature of Holder(s)*   **1.**_____ **2.**_____ **3**_____

* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature.

ISTAA FINSERV PRIVATE LIMITED *For Non-Individuals*

12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022.

Additional KYC Form for Opening a Demat Account
(For entities other than Individuals)

Application No.									Date									
DP Internal Reference No																		
DP ID	1	2	0	8	5	1	0	0	Client ID	0	0	0						

(To be filled by the applicant in **BLOCK LETTERS** in English)

I / We request you to open a demat account in my / our name as per the following details: -

Holders Details

Sole / First Holder's Name		PAN												
Search Name														
Second Holder's Name		PAN												
		UID												
Third Holder's Name		PAN												
		UID												

Name*	

* In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned above.

Type of Account **(Please tick whichever is applicable)**

Status	**Sub – Status**
❑ Body Corporate ❑ Banks ❑ Trust ❑ Mutual Fund ❑ OCB ❑ FII ❑ CM ❑ FI ❑ Clearing House ❑ Other (Specify)	**To be filled by the DP**

Date of Incorporation																		
SEBI Registration No. (If Applicable)									SEBI Registration Date									
RBI Registration No. (If Applicable)									RBI Approval Date									
Nationality	❑ Indian ❑ Others (specify)_____																	

I / We instruct the DP to receive each and every credit in my / our account [Automatic Credit] (If not marked, the default option would be `Yes')	❑ Yes ❑ No
I / We would like to instruct the DP to accept all the pledge instructions in my /our account without any other further instruction from my/our end (If not marked, the default option would be 'No')	❑ Yes ❑ No

Account Statement Requirement	❑ As per SEBI Regulation ❑ Daily ❑ Weekly ❑ Fortnightly ❑ Monthly
I / We request you to send Electronic Transaction-cum-Holding Statement at the email ID_____	❑ Yes ❑ No

I/ We would like to share the email ID with the RTA	❑ Yes ❑ No
I / We would like to receive the Annual Report ❑ Physical / ❑ Electronic / ❑ Both Physical and Electronic (Tick the applicable box. If not marked the default option would be in Physical)	

Clearing Member Details (To be filled by CMs only)

Name of Stock Exchange			
Name of CC / CH			
Clearing Member Id		Trading member ID	

I / We wish to receive dividend / interest directly in to my bank account as given below through ECS (If not marked, the default option would be `Yes') [ECS is mandatory for locations notified by SEBI from time to time]	❑ Yes ❑ No

Bank Details (Dividend Bank Details)

Bank Code (9 digit MICR code)									
IFS Code (11 character)									
Account number									
Account type	❑ Saving	❑ Current	❑ Cash Credit	❑ Others (specify)					
Bank Name									
Branch Name									
Bank Branch Address									
City	State		Country		PIN				

(i) Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued, (or)
(ii) Photocopy of the Bank Statement having name and address of the BO
(iii) Photocopy of the Passbook having name and address of the BO, (or)
(iv) Letter from the Bank.

• In case of options (ii), (iii) and (iv) above, MICR code of the branch should be present / mentioned on the document and it shall be self-certified by the BO.

MICR code starting with 000 will not be eligible for ECS.

OTHER DETAILS

Gross Annual Income details (please specify): Income Range per annum

❑ Upto Rs. 1,00,000/- ❑ Rs. 1,00,001/- to Rs. 5,00,000/- ❑ Rs. 5,00,001/- to Rs. 10,00,000/-
❑ Rs. 10,00,001/- to Rs. 25,00,000/- ❑ Rs. 25,00,001/- to Rs. 100,00,000/- ❑ More Than Rs. 100,00,000/-
Net worth as on Date : _____ Rs. _____ (Net worth should not be older than 1 year)

Please tick If any of the authorized signatories / Promoters / Partners / Karta / Trustees / Whole Time Directors is either Politically Exposed Person (PEP) or Related to Politically Exposed Person (RPEP) ❑ Please provide details as per Annexure 2.2 A.

Any other information

SMS Alert Facility Refer to Terms & Conditions given as **Annexure-2.4**	❑ Yes MOBILE NO. +91_____ [(Mandatory , if you are giving Power of Attorney (POA)] (if POA is not granted & you do not wish to avail of this facility, cancel this option).	❑ No
easi	❑ Yes. To register for easi, please visit our website www.cdslindia.com. Easi allows a BO to view his ISIN balances, transactions and value of the portfolio online.	❑ No

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

	First/Sole Authorised Signatory	Second Authorised Signatory	Third Authorised Signatory
Name			
Designation			
Signature	Ⓢ	Ⓢ	Ⓢ

(Signatures should be preferably in black ink). **(In case of more authorised signatories, please add annexure)**

Rights and Obligations of Beneficial Owner and Depository Participant asprescribed by SEBI and Depositories

General Clause

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations,2018, Rules andRegulations of Securities and Exchange Board of India (SEBI), Circulars / Notifications / Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued bythe Depositories and relevant notifications of Government Authorities as may be in force fromtime to time.

2. The DP shall open/activate demat account of a beneficial owner in the depository system onlyafter receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

Beneficial Owner information

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any personexcept as required by any statutory, legal or regulatory authority in this regard.

4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in detailsprovided in the account opening form as submitted to the DP at the time of opening the demataccount or furnished to the DP from time to time.

Fees/Charges/Tariff

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transferof securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the Tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "no charges are payablefor opening of demat accounts”

6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.

7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writingof not less than thirty days to the Beneficial Owner regarding the same.

Dematerialization

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

Separate Accounts

9. The DP shall open separate accounts in the name of each of the beneficial owners and securitiesof each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP’s own securities held in dematerialized form.

10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 2018 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

Transfer of Securities

11. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Ownerand the DP shall maintain the original documents and the audit trail of such authorizations.

12. The Beneficial Owner reserves the right to give standing instructions with regard to the creditingof securities in his demat account and the DP shall act according to such instructions.

13. The stock broker / stock broker and depository participant shall not directly / indirectly compelthe clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

Statement of account

14. The DP shall provide statements of accounts to the beneficial owner in such form and mannerand at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.

15. However, if there is no transaction in the demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs andshall resume sending the transaction statement as and when there is a transaction in the account.

16. The DP may provide the services of issuing the statement of demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statementof demat account in the electronic mode, then the Participant shall be obliged to forward the statement of demat accounts in physical form.

17. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

Manner of Closure of Demat account

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasonswhatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Ownerheld with another DP or to rematerialize the security balances held.

19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of 2 days as per procedure specified from time to time by the depository incase of no outstanding dues and in case of outstanding dues, shall provide 30 days notice. In case of non-payment of dues, DP shall reject the account closure request and in case the dues are cleared by BO, respective account shall be closed by DP within 2 working days of clearing the dues. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the (BO) or the DP and shall continue to bind the parties to their satisfactory completion.

Default in payment of charges

20. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.

21. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

Liability of the Depository

22. As per Section 16 of Depositories Act, 1996,
    a. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.

    b. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

Freezing/ Defreezing of accounts

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.

24. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

25. The Joint holders are aware that in case of any Statutory Order for freezing any one joint holder, the demat account will be frozen and the other joint holders will have to obtain a specific Order for unfreezing their percentage of joint ownership by submitting the relevant documentary proof to the Order issuing authority.

Redressal of Investor grievance

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

Authorized representative

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

Law and Jurisdiction

28. In addition to the specific rights set out in this document, the DP and the Beneficial owner shallbe entitled to exercise any other rights which the DP or the Beneficial Owner may have underthe Rules, Bye Laws and Regulations of the respective Depository in which the demat accountis opened and circulars/notices issued there under or Rules and Regulations of SEBI.

29. The provisions of this document shall always be subject to Government notification, any rules,regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye- laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.

30. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable toany disputes between the DP and the Beneficial Owner.

31. Words and expressions which are used in this document but which are not defined herein shallunless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and /or SEBI

32. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.

33. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

Client Signature _____ _____ _____

<Reference Number>

Terms And Conditions-cum-Registration / Modification Form for receiving SMS Alerts from CDSL

[**SMS Alerts will be sent by CDSL to BOs for all debits**]

Definitions:

In these Terms and Conditions the terms shall have following meaning unless indicated otherwise:

1. "Depository" means Central Depository Services (India) Limited a company incorporated in India under the Companies Act 1956 and having its registered office at 17th Floor, P.J. Towers, Dalal Street, Fort, Mumbai 400001 and all its branch offices and includes its successors and assigns.
2. 'DP' means Depository Participant of CDSL. The term covers all types of DPs who are allowed to open demat accounts for investors.
3. 'BO' means an entity that has opened a demat account with the depository. The term covers all types of demat accounts, which can be opened with a depository as specified by the depository from time to time.
4. SMS means "Short Messaging Service"
5. "Alerts" means a customized SMS sent to the BO over the said mobile phone number.
6. "Service Provider" means a cellular service provider(s) with whom the depository has entered / will be entering into an arrangement for providing the SMS alerts to the BO.
7. "Service" means the service of providing SMS alerts to the BO on best effort basis as per these terms and conditions.

Availability:

1. The service will be provided to the BO at his / her request and at the discretion of the depository. The service will be available to those accountholders who have provided their mobile numbers to the depository through their DP. The services may be discontinued for a specific period / indefinite period, with or without issuing any prior notice for the purpose of security reasons or system maintenance or for such other reasons as may be warranted. The depository may also discontinue the service at any time without giving prior notice for any reason whatsoever.
2. The service is currently available to the BOs who are residing in India.
3. The alerts will be provided to the BOs only if they remain within the range of the service provider's service area or within the range forming part of the roaming network of the service provider.
4. In case of joint accounts and non-individual accounts the service will be available, only to one mobile number i.e. to the mobile number as submitted at the time of registration / modification.
5. The BO is responsible for promptly intimating to the depository in the prescribed manner any change in mobile number, or loss of handset, on which the BO wants to receive the alerts from the depository. In case of change in mobile number not intimated to the depository, the SMS alerts will continue to be sent to the last registered mobile phone number. The BO agrees to indemnify the depository for any loss or damage suffered by it on account of SMS alerts sent on such mobile number.

Receiving Alerts:

1. The depository shall send the alerts to the mobile phone number provided by the BO while registering for the service or to any such number replaced and informed by the BO from time to time. Upon such registration / change, the depository shall make every effort to update the change in mobile number within a reasonable period of time. The depository shall not be responsible for any event of delay or loss of message in this regard.
2. The BO acknowledges that the alerts will be received only if the mobile phone is in 'ON' and in a mode to receive the SMS. If the mobile phone is in 'Off" mode i.e. unable to receive the alerts then the BO may not get / get after delay any alerts sent during such period.
3. The BO also acknowledges that the readability, accuracy and timeliness of providing the service depend on many factors including the infrastructure, connectivity of the service provider. The depository shall not be responsible for any non-delivery, delayed delivery or distortion of the alert in any way whatsoever.
4. The BO further acknowledges that the service provided to him is an additional facility provided for his convenience and is susceptible to error, omission and/ or inaccuracy. In case the BO observes any error in the information provided in the alert, the BO shall inform the depository and/ or the DP immediately in writing and the depository will make best possible efforts to rectify the error as early as possible. The BO shall not hold the depository liable for any loss, damages, etc. that may be incurred/ suffered by the BO on account of opting to avail SMS alerts facility.
5. The BO authorizes the depository to send any message such as promotional, greeting or any other message that the depository may consider appropriate, to the BO. The BO agrees to an ongoing confirmation for use of name, email address and mobile number for marketing offers between CDSL and any other entity.
6. **The BO agrees to inform the depository and DP in writing of any unauthorized debit to his BO account/ unauthorized transfer of securities from his BO account, immediately, which may come to his knowledge on receiving SMS alerts. The BO may send an email to CDSL at complaints@cdslindia.com. The BO is advised not to inform the service provider about any such unauthorized debit to/ transfer of securities from his BO account by sending a SMS back to the service provider as there is no reverse communication between the service provider and the depository.**
7. The information sent as an alert on the mobile phone number shall be deemed to have been received by the BO and the depository shall not be under any obligation to confirm the authenticity of the person(s) receiving the alert.
8. The depository will make best efforts to provide the service. The BO cannot hold the depository liable for non-availability of the service in any manner whatsoever.
9. If the BO finds that the information such as mobile number etc., has been changed without proper authorization, the BO should immediately inform the

Fees:

Depository reserves the right to charge such fees from time to time as it deems fit for providing this service to the BO.

Disclaimer:

The depository shall make reasonable efforts to ensure that the BO's personal information is kept confidential. The depository does not warranty the confidentiality or security of the SMS alerts transmitted through a service provider. Further, the depository makes no warranty or representation of any kind in relation to the system and the network or their function or their performance or for any loss or damage whenever and howsoever suffered or incurred by the BO or by any person resulting from or in connection with availing of SMS alerts facility. The Depository gives no warranty with respect to the quality of the service provided by the service provider. The Depository will not be liable for any unauthorized use or access to the information and/ or SMS alert sent on the mobile phone number of the BO or for fraudulent, duplicate or erroneous use/ misuse of such information by any third person.

Liability and Indemnity:

The Depository shall not be liable for any breach of confidentiality by the service provider or by any third person due to unauthorized access to the information meant for the BO. In consideration of the depository providing the service, the BO agrees to indemnify and keep safe, harmless and indemnified the depository and its officials from any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever which a depository may at any time incur, sustain, suffer or be put to as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the service by the BO.

Amendments:

The depository may amend the terms and conditions at any time with or without giving any prior notice to the BOs. Any such amendments shall be binding on the BOs who are already registered as user of this service.

Governing Law and Jurisdiction:

Providing the Service as outlined above shall be governed by the laws of India and will be subject to the exclusive jurisdiction of the courts in Mumbai.

I/We wish to avail the SMS Alerts facility provided by the depository on my/our mobile number provided in the registration form subject to the terms and conditions mentioned below. **I/ We consent to CDSL providing to the service provider such information pertaining to account/transactions in my/our account as is necessary for the purposes of generating SMS Alerts by service provider, to be sent to the said mobile number.**

I/We have read and understood the terms and conditions mentioned above and agree to abide by them and any amendments thereto made by the depository from time to time. I/ we further undertake to pay fee/ charges as may be levied by the depository from time to time.

I / We further understand that the SMS alerts would be sent for a maximum four ISINs at a time. If more than four debits take place, the BOs would be required to take up the matter with their DP.

I/We am/ are aware that mere acceptance of the registration form does not imply in any way that the request has been accepted by the depository for providing the service.

I/We provide the following information for the purpose of **registration / modification** (Please cancel out what is not applicable).

BOID	1	2	0	8	5	1	0	0		0	0	0					
	(Please write your 8 digit DPID)									(Please write your 8 digit Client ID)							

Sole / First Holder's Name :_____

Second Holder's Name :_____

Third Holder's Name :_____

Mobile Number on which messages are to be sent	+91										

(Please write only the mobile number without prefixing country code or zero)

The mobile number is registered in the name of: _____

Email Id: _____

(Please write only ONE valid email ID on which communication; if any, is to be sent)

Signatures	Ⓢ _____	Ⓢ _____	Ⓢ _____
	Sole / First Holder	Second holder	Third Holder

Place: _____ Date: _____

Demat Debit and Pledge Instruction

I/We agree to the terms and purpose of this DDPI document between Mr./Ms. _____ (FirstHolder) _____ (Secondholder) and_____ (Thirdholder); an individual/body of individuals/a sole proprietary concern/a partnership firm/a body corporate/trust/Limited Liabilities Partnership (LLP), registered / incorporated, under the provisions of the Indian Partnership Act, 1932/ the Companies Act 2013, or any relevant Act or unregistered in nature; and **ISTAA FINSERV PRIVATE LIMITED (Formerly known as Yogen Babu Securities Private Limited)**, a Company within the meaning of Companies Act, 2013 with its corporate office a **12 A/4, NEW SION CHS LTD, SION WEST, MUMBAI. 400022. India**.

Whereas I/We have established a business relationship with **ISTAA FINSERV PRIVATE LIMITED (Formerly known as Yogen Babu Securities Private Limited)** to avail services w.r.t trading, investing & other services offered by **ISTAA FINSERV PRIVATE LIMITED (Formerly known as Yogen Babu Securities Private Limited)** ,

Having a DP ID: **12085100** & Client ID_____,UCC CODE_____

This DDPI document shall be in line with SEBI Circular no. SEBI/HO/MIRSD/DoP/P/CIR/2022/44 dated April 04, 2022, as may be updated from time to time & I agree to the below points;

S.No.	Purpose	Signature of Client
1.	Transfer of securities held in the beneficial owner accounts of the client towards Stock Exchange related deliveries / settlement obligations arising out of trades executed by clients on the Stock Exchange through the same stock broker	
2.	Pledging / re-pledging of securities in favour of trading member (TM) / clearing member (CM) for the purpose of meeting margin requirements of the clients in connection with the trades executed by the clients on the Stock Exchange.	
3.	Mutual Fund transactions being executed on Stock Exchange order entry platforms	
4.	Tendering shares in open offers through Stock Exchange platforms	

Demat Account of Stock Brokers

Bo Name	Demat Account Number	Type of Accounts
Istaa Finserv Private Limited	1208510000001771	CDSL-CM-Principal A/c.
Istaa Finserv Private Limited	1208510000001786	CDSL-BSE CM Pool A/c.
Istaa Finserv Private Limited	1208510000001790	CDSL NSE CM Pool A/c.
Istaa Finserv Private Limited	1100001100020750	CDSL NSE Early Pay In A/c.
Istaa Finserv Private Limited	1208510000002186	CDSL MARGIN PLEDGE A/c.
Istaa Finserv Private Limited	IN516596	NSDL NSE Pool A/c.
Istaa Finserv Private Limited	IN666101	NSDL BSE Pool A/c
Istaa Finserv Private Limited	IN300095 12206470	NSDL MARGIN PLEDGE A/c.

I/We agree and confirm that the consent of this DDPI shall continue until the same is revoked/modified by me/us. This DDPI can be revoked or modified at any time by sending intimation for revocation/modification at the Registered Office of the Attorney.

Note: In case of HUF all co-parceners should sign.

If HUF, Co-Parceners Signatures :

1) _____

2) _____

3) _____

4) _____

5) _____

*** The same may be signed physically against each purpose of DDPI. The same may also be eSigned. In case of eSign, client shall be given an option for choosing the specific purpose(s) of DDPI.**

Tariff Sheet for Dp

Demat Account No.: 12085100 _____

Sr. No.	Service	Charges		
1.	Account Opening Charges	NIL		
2.	Dematerialisation	Rs. 2/– per Certificate (Minimum Rs. 20/– per request per DRF)		
3.	Rematerialisation	Rs. 20/– per Certificate		
4.	Custodial Fees (Equities)	NIL		
5.	Market Transfer		Subject to a	
			Minimum	Maximum
	Credit Debit	Nil 0.015% of the transaction value	Nil Rs. 10/–	Nil Rs. 20/–
6.	off–Market Transfer			
	Credit Debit	Nil 0.015% of the transaction value	Nil Rs. 10/–	Nil Rs. 20/–
7.	Inter–Depository Transfer			
	Credit Debit	Nil 0.015% of the transaction value	Nil Rs. 10/–	Nil Rs. 20/–
8.	Failed Transaction	Rs. 20/– per transaction		
9.	Pledge			
	Creation Closure Invocation	Rs. 30/– per transaction Rs. 30/– per transaction Rs. 30/– per transaction		
10.	Annual Maintenance Charges			
	Individual Corporate	Rs. 300/– per annum (Pro–rata) Rs. 900/– per annum (Pro–rata)		
11.	Documentation Charges	Only Stamp Paper at actual		
12.	Incidental Charges	Payable at actuals		
13.	BSDA	**Value of Holdings in the Demat Account *(Debt as well as other than debt securities combined)***	**Maximum Annual Maintenance Charges**	
		Up to ₹ 4 lakhs	NIL	
		More than ₹ 4 lakhs but up to ₹ 10 lakhs	₹ 100	
		More than ₹ 10 lakhs	Not a BSDA. Regular AMC may be levied.	

- Penal Charges @ 1% per month will be levied on bills outstanding beyond 30 days.
- Fee schedule is based on existing CDSL charges and subject to change at the sole discreation of company.
- Any service, which is not mentioned above will be charged separately as per the rates applicable from time to time.

Ⓢ _____ First/Sole Holder

Ⓢ _____ Second Joint Holder

Ⓢ _____ Third Joint Holder

OPTION FORM FOR ISSUE OF DIS BOOKLET

Date:_____

DP ID	1	2	0	8	5	1	0	0	Client ID								

To,
ISTAA FINSERV PRIVATE LIMITED
12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022.
Tel.No.: +91-22-24018218/19 Fax No: +91-22-24082687.
E-mail: info@istaa.com • Website: www.istaafinserv.com

Dear Sir / Madam,
I / We hereby state that: [Select one of the options given below]

☐ **OPTION 1:**

I / We require you to issue Delivery Instruction Slip (DIS) booklet to me / us immediately on opening my / our CDSL account though I / we have issued a Power of Attorney (POA) / executed PMS agreement in favour of / with _____ (name of the attorney / Clearing Member / PMS manager) for executing delivery instructions for setting stock exchange trades [settlement related transactions] effected through such Clearing Member / by PMS manager.

OR

☐ **OPTION 2:**

I / We do not require the Delivery Instruction Slip (DIS) for the time being, since I / We have issued a POA / executed PMS agreement in favour of / with _____(name of the attorney / Clearing Member / PMS manager) for executing delivery instructions for setting stock exchange trades [settlement related transactions] effected through such Clearing Member / by PMS manager. However, the Delivery Instruction Slip (DIS) booklet should be issued to me / us immediately on my / our request at any later date.

Yours faithfully,

	First/Sole Holder	Second Joint Holder	Third Joint Holder
Name			
Signature	Ⓢ	Ⓢ	Ⓢ

= (Please Tear here) =

ACKNOWLEDGEMENT RECEIPT

Received OPTION FORM FOR ISSUE / NON ISSUE OF DIS BOOKLET from:

DP ID	1	2	0	8	5	1	0	0	Client ID								
Name of the Sole / First Holder																	
Name of Second joint Holder																	
Name of Third joint Holder																	

For ISTAA FINSERV PRIVATE LIMITED

(Authorised Signatory)

RUNNING ACCOUNT AUTHORISATION

To,
Istaa Finserv Private Limited,
12 A/4, New Sion CHSL,
Opp. SIES College, Sion West,
Mumbai – 400022.

Dear Sir,

I/We am/are dealing through you as a client in Cash/Derivative in BSE/NSE/SLBM and in order to facilitate ease of operation and upfront requirement of margin for trade as per SEBI & Exchange Circular:

I/We authorize Istaa Finserv Private Limited through this Authorization letters as under:

1. I/We hereby give my/our consent to maintain a running balance in my account and retain credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) of any segment(s) of any or all the Exchange(s)/Clearing corporation unless/I/We instruct /revoke you otherwise.
2. I/We have read the circular and request you to settle my fund and securities account as below:(choose one option)
   - ❑ Monthly
   - ❑ Quarterly
3. As per SEBI Circular No. SEBI/HO/MIRSD/DOP/P/CIR/2022/101 dated July 27,2022 and NSE FAQ vide Ref: NSE/INSP/53820 dated September 23, 2022, the settlement of running account of funds of the client shall be done by the trading member after considering the End of the day (EOD) obligation of funds as on the date of settlement across all the Exchange on first Friday/ Saturday of the Quarter for all the clients i.e. the running account of funds shall be settled on first Friday/ Saturday. If first Friday is a trading holiday, then such settlement shall happen on the previous trading day. For clients, who have opted for Monthly settlement, running account shall be settled on first Friday/ Saturday of each month. If first Friday is a trading holiday, then such settlement shall happen on the previous trading day.

4. As per SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2025/1 dated January 06, 2025 regarding Settlement of Account of Clients who have not traded in the last 30 days. For the clients having credit balance, who have not done any transaction in the 30 calendar days since the last transaction and any mount of such client's funds is lying with member for more than such 30 calendar days, the entire credit balance of client shall be returned to the client by TM, on the upcoming settlement dates of monthly running account settlement cycle (irrespective of settlement cycle preferred by the client) as stipulated by stock exchanges. However, if the client trades after 30 calendar days and before aforesaid upcoming settlement dates of monthly running account settlement cycle, the settlement of account of client shall continue to be done by the Trading member as per the preference of quarterly/ monthly as indicated by the client for running account settlement.

5. In cash of my/our outstanding trade position on First Friday of the Month/Quarter on which settlement of running account of funds is scheduled, a Istaa Finserv may retain funds in the manner specified below:
   I. Entire pay-in obligation of funds outstanding at the end of day (EOD) on date of settlement, across all segment.
   II. 50% of end of the day (EOD) margin requirement as cash margin, excluding the margin on consolidated crystallized obligation/MTM.
   III. Apart from above, 225% of EOD margin (which include additional 125% margin) reduced by 50% cash margin and the value of securities (after applying appropriate haircut) accepted as collateral from the client by way of 'margin pledge' created in the Depository system for the purpose of

margin (after applying appropriate haircut). The margin on consolidated crystallized obligation/MTM. The margin liability may also include the margin collected as per the risk management policy.

6. I/We confirm you that I/We shall to your notice, any dispute arising from the statement of account or settlement so made, in writing preferably within 7 working days from the date of receipt of funds or statement of account or statement related to it, as the case may be at registered office.
7. I/We confirm that the above mentioned authorization shall continue until it is revoke by me/us.
   I/We confirm having read the above circular and this running account authorization.

Client Code_____
BO ID _____ Signature of Client _____

To, VOLUNTARY
ISTAA FINSERV PRIVATE LIMITED
12A/4, New Sion CHS. Ltd.,
Sion (West), Mumbai - 400022.

Date: _____

Declaration by the Client for understanding the terms and conditions and other information filled up in the trading account opening form I/We the sole holder/Guardians (in case of minor) hereby declares that I/we have been explained and understand the contents and information duly filled-up in the Account Opening Form and also have been explained and understood the various term(s) and condition(s) as laid down by NSE/BSE/ Exchange/Broker/Sub-Broker/Authorised Person.

This declaration is given to the fact that I/we have signed the Account Opening Form other than in English language.

Client Name_____

Client Code_____

Client Signature_____

Place:_____

ECN AUTHORISATION

VOLUNTARY

From:_____

_____

_____

Date:_____

To,

Dear Sirs,

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

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

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

1. Digital Contract Notes in the format as may be prescribed by the Exchange from time to time will be mailed to me/us on the E-mail address provided to you.

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

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

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

This instruction to issue digital contract notes & other communications are applicable with immediate effect. This instruction is several to all parties mentioned above.

My/Our E-mail ID_____

My/Our Alternative E-mail ID _____

Yours faithfully,

Ⓢ

(Client Signature)
Client Code (customer ID): .....

SMS AND E-MAIL ALERTS TO INVESTORS BY STOCK EXCHANGES

VOLUNTARY

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

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

❑ SMS Facility on Mobile No provided in my KYC

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

❑ Email Facility on email Id provided in my KYC

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

Note:

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

Signature of Client : Ⓢ_____

FOR NRI / FN

VOLUNTARY

Name:_____

Address:_____

_____

TO WHOMSOEVER IT MAY CONCERN

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

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

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

Signature Ⓢ

Name:_____

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

Date:
To,

FORMAT

ISTAA FINSERV PRIVATE LIMITED
12A/4, New Sion CHS. Ltd.,
Sion (West), Mumbai - 400022.

Dear Sir,

We, partners of the _____have authorized to Mr./ Ms./Mrs_____, Partner and Mr./Ms./Mrs. _____to sign and execute all the agreements, deeds, application forms, letters, undertakings, declarations and all other documents whichever is/are required to open Trading Account with **Istaa Finserv Private Limited**.

Further, We have authorized to Mr./Ms./Mrs._____, Partner and Mr./Ms./Mrs._____ _____, Partner, severally/jointly to operate the above stated Trading Account on behalf of the_____(Name of Partnership firm).

Specimen's signature of Authorised Signatories:

Sr. No.	Name	Designation	Signature

Partner 1_____Partner 2_____Partner 3_____Partner 4 _____

(Signature with stamp)

Date:
To,

FORMAT

ISTAA FINSERV PRIVATE LIMITED
12A/4, New Sion CHS. Ltd.,
Sion (West), Mumbai - 400022.

Dear Sir,

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

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

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

Name of Partners	Signature

HUF DECLARATION

FORMAT

Date:

To,

ISTAA FINSERV PRIVATE LIMITED

12A/4, New Sion CHS. Ltd.,

Sion (West), Mumbai - 400022.

Dear Sir,

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

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

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

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

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

Thanking you,

Yours truly,

Ⓢ

_____

Signature of Karta (Please Affix the stamp of HUF)

Declaration to be given by LLP on Letter head of the firm

FORMAT

Date:

To,

ISTAA FINSERV PRIVATE LIMITED

12A/4, New Sion CHS. Ltd.,

Sion (West), Mumbai - 400022.

Dear Sir,

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

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

We hereby authorize to Mr./Ms./Mrs. _____,Designated Partner and Mr./Ms./Mrs. _____,Designated Partner, severally/jointly to execute / sign and execute such documents, agreements, deeds, forms etc. which are necessary to open account with ISTAA FINSERV PRIVATE LIMITED and to place order for buying and selling of securities, sell, purchase, transfer, endorse, negotiate, deal in securities and do other things that may be necessary to engage in business on behalf of the LLP.

Specimen's signature of Authorised Signatories:

Sr. No.	Name	Designation	Signature
1			
2			

For……

Designated Paterner

FORMAT OF RESOLUTION

VOLUNTARY

ON LETTERHEAD OF COMPANY

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF _____ (Company Name) ON _____ (Date of board Meeting) at _____ _____(Office Address).

"RESOLVED THAT the company accorded request to open trading account with Istaa Finserv a Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange Ltd (BSE) in Cash, Future & Option for the purpose of dealing in equities, equity derivatives, currency derivatives, debentures, debts and other products and Mr./ Mrs_____ (Name of Director), Director and/or Mr./Mrs. _____ (Name of Director), Director of the Company be and is/are hereby authorized *severally/jointly to sign and execute all the forms, deeds, undertakings, letters and all other documents whichever is/are required for opening of the above stated trading account on behalf of the company.

Specimen's signatures of authorized Signatories are as follows:

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

"RESOLVED FURTHER THAT Mr./Mrs_____ (Name of Director), Director and/or Mr./Mrs. _____(Name of Director), Director of the Company be and is/are hereby authorized *severally/jointly to sign and execute such applications, instructions, undertaking, agreements, deeds, letters and all other requisite documents as may be deemed necessary to operate the above stated trading account on behalf of the company."

Certified True Copy

For_____(Company Name)

Director

AUTHORITY TO DEBIT THE DEMAT ACCOUNT OPERATING CHARGES

VOLUNTARY

To,

ISTAA FINSERV PRIVATE LIMITED

12A/4, New Sion CHS. Ltd., Sion (West), Mumbai - 400022.

Dear Sirs,

This is to inform that

a. I/We have a beneficiary account with ISTAA FINSERV PRIVATE LIMITED (DP) & with client id

Bo Id	1	2	0	8	5	1	0	0									

b. Further I/We have a trading account with ISTAA FINSERV PRIVATE LIMITED (trading code as mentioned below) for investment and trading purpose.

c. I/We find it extremely inconvenient to give cheques against your depository bills.

With respect to the above mentioned subject and consideration, I hereby authorize you to debit the trading account maintained with ISTAA FINSERV PRIVATE LIMITED for the debit charges payable to ISTAA FINSERV PRIVATE LIMITED.

As Depository Participant for providing depository services. Any such sum debited to my/our account shall be binding on me/us.

Yours faithfully,

Ⓢ

Signature of Client _____

FATCA/CRS DETAILS

Client Code	Date: _____

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

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

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

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

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

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

	First / Guardian Applicant	Second Holder	Third Holder
Name			
Signature	Ⓢ	Ⓢ	Ⓢ
PAN			

FATCA-CRS Instruction

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

FATCA-CRS Declaration & Supplementary KYC Information - Declaration Form for Non-Individual

Please seek appropriate advice from your professional tax professional on your tax residency and related FATCA & CRS guidance

PAN			
Name			
Address Type [for KYC address]	☐ Residential ☐ Business ☐ Residential / Business ☐ PAN ☐ Registered Offices		
Place for Incorporation		**Country for Incorporation**	
Gross Annual Income Details in INR	☐ Below 1 Lakh ☐ 1-5 Lacs ☐ 5-10 Lacs ☐ 10-25 Lacs ☐ 25 Lacs 1 cr ☐ > 1 Crore	Net worth in INR in Lacs Net worth as of	_____ dd/mm/yyyy
Is the entity involved in / providing any of the following services:	☐ Foreign Exchange / Money Changer Services ☐ Gaming / Gambling / Lottery Services [e.g. casinos, betting syndicates] ☐ Money Laundering / Pawning	Any other information [if applicable]	[Please specify]

Is your lEntity] Country of Tax Residency other than India - ☐ Yes ☐ No

If 'Yes' please specify the details of all countries where you [Entity] hold tax Residency and its Tax Identification Number & type

Sr. No.	Country of Tax Residency	Tax Payer Identification Number / Functional Equivalent / Company Identification Number or Global Entity Identification Number	Identification Type [TIN or other please specify]
1			
2			
3			

In case the Entity's Country of Incorporation / Tax Residence is US but Entity is not a Specified US Person, mention Entity's exemption code here_____(Refer Instructions)

[to be filled By Financial Instructions or Direct Reporting NFFEs]

We are a

◯ Financial Institution/FFI [refer instructions a.]

◯ Direct Reporting NFFE [refer instructions b.]

GIIN (Global Intermediary Identification Number):

Name of the sponsoring entity

GIIN not available *[tick any one]:*

☐ Applied For ☐ Not required to apply for - specify sub-category code ☐☐ [refer instructions c]

☐ Not obtained - Non - participating FFI

[Fill any one as applicable - to be filled by NFEs other than Direct Reporting NFFEs]

1	Is the entity is a listed company [whose *shares are regularly traded on a recognized stock exchange [refer instructions d.]*	Yes ☐ (Please specify the name of the Stock Exchange(s) where it is traded regularly) 1._____ 2._____
2	Is the entity a 'Related Entity' of a listed company [whose shares are regularly trade on a recognized stock exchange] *[refer instructions e.]*	Yes ☐ (Please specify the name of the listed company, name of the Stock Exchange(s) where it is traded regularly) Name of the listed company:_____ Name of the Stock Exchange:_____
3	Is the entity an Active NFE?	Yes ☐ Nature of business_____ Please specify sub-category of Active NFE: ☐☐ *[refer instructions g.]*
4	Is the entity a Passive NFE: *[refer instructions h.]*	Yes ☐ Nature of business_____ Also submit UBO Form *[provided separately]*

I/We acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be liable for it. I/We hereby authorize IIFL Wealth Management Limited to disclose, share, remit in any form, mode or manner, all/any of the information provided by me/us, including all changes, updates to such information as and when provided by me/us to associates of IIFL Group, issuers, brokers, banks and other relevant parties ('the Authorized Parties') or any Indian or foreign governmental or statutory or judicial authorities/agencies including but not limited to the Financial Intelligence Unit-India (FIU-IND), the tax/revenue authorities in India or outside India wherever it is legally required and other investigation agencies without any obligation of advising me/us of the same. Further, I/We authorize to share the given information to other Authorised Parties to facilitate single submission/updation & for other relevant purposes. I/ We also undertake to keep you informed in writing about any changes/modification to the above information in future promptly, i.e., within 30 days and also undertake to provide any other additional information as may be required at your end. As may be required by domestic or overseas regulators/tax authorities, I/We authorize the Authorised Parties to withhold and pay out any sums from your account or close or suspend your account(s) without any obligation of advising me of the same.

Signature with relevant seal:

	Authorised Signatory
SIGNATURE	17/24

Date:

Place:

THIS IS MUST READ FOR EVERYBODY DEALING IN STOCK MARKET

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

- Due to the tightened security and increased vigilance in the wake of threats emanating from increasing terrorism, any failure on our part to discharge our duties cast on us under the applicable laws or we becoming an instrumental or a part of the chain in certain transaction, even if unknowingly or ignorantly, **may land us in trouble**.
- There is an Act called **Prevention of Money Laundering Act 2002. (PMLA)**
- The purpose of this act is to prevent the financing of terrorism and to prevent laundering of money i.e. to legalize or officialize or canalize the money generated from illegal activities like drug trafficking, organized crimes, hawala rackets and
- other serious crimes.
- This act is a part of the Global measures being taken by all the countries under the initiatives of UN agencies.
- It is applicable to all SEBI Registered brokers/sub-brokers and other financial institution who are dealing in any kind of financial assets.
- It is an obligation of the entities to whom this Act is applicable, to report certain kind of transactions routed through them to FINANCIAL INTELIGENCE UNIT, a department specially set up to administer this Act under the Ministry of Finance.
- The transactions which are supposed to be reported are cash transactions above rupees ten lakhs or series of cash transactions below ten lakhs but aggregating to above ten lakhs in a month or its equivalent in any foreign currency and the transactions which may not be in cash but suspicious in nature.
- Any such above types of transaction, though not executed but attempted and failed are also required to be reported.
- The suspicious transaction can be related to the transaction under the circumstances such as;
  - Clients whose identity verification seems difficult or clients that appear not to cooperate
  - Asset management services for clients where the source of the funds is not clear or not in keeping with clients apparent standing /business activity;
  - Clients based in high risk jurisdictions;
  - Substantial increases in business without apparent cause;
  - Clients transferring large sums of money to or from overseas locations with instructions for payment in cash;
  - Attempted transfer of investment proceeds to apparently unrelated third parties;
  - Businesses undertaken by offshore banks/financial services,
  - Businesses reported to be in the nature of export/import of small items.
  - Unusual transactions by Clients of Special Categories (CSCs).
- Clients of Special Categories may include;
  - NRI/HNI/Trust/Charities/NGO/Organizations receiving donations
  - Companies having close family shareholdings or beneficial ownership
  - Politically Exposed Persons
  - Companies offering foreign exchange offerings
  - Clients in high-risk countries
  - Non face to face clients
  - Clients with dubious reputation as per public information available
- No trading or demat account can be opened in the name of entity whose name is listed on the banned entity list being maintained at United Nation's website at http://www.un.org/sc/committees/1267/consolist.shtml.
- While opening the new accounts all the prescribed procedures of KYC and Client Identifications should strictly be followed in the context of ensuring the compliance under this act.
- All the records of transactions and client identifications must be preserved in a manner which can be promptly retrieved and reported to the authorities in the specified format.
- This is the highlights of the requirements under the Act. Subbrokers / Authorised Persons / Remissers are advised to go
- through the SEBI's master circular at http://www.sebi.gov.in/circulars/2010/mastercircular/MasterCircular.pdf for detailed information and understanding and also to visit the website of FIU-IND at http://fiuindia.gov.in
- The end clients are advised to co-operate with us by providing the additional information / documents, if asked for during the course of your dealings with us to ensure the compliance requirements under this Act.
- As a responsible citizen, it is our statutory as well as moral duty to be vigilant and to refrain from temptation of easy monetary gains, by knowingly or unknowingly supporting the people who are involved in the activities which are endangering
- our freedom and causing damage to the nation and to us as well.
- For any further clarifications or information of subject, Istaa Finserv Pvt. Ltd. executives may be contacted on 022-2401 8218/19.

For **Istaa Finserv Private Limited**

Director/Authorised Signatory

LETTER OF AUTHORITY

VOLUNTARY

Date :_____

ISTAA FINSERV PVT. LTD.
12A/4, New Sion CHS. Ltd.,
Sion (West), Mumbai - 400022.

Dear Sir,

Sub: Letter of Authority -Cash/Currency/F&o Segment of BSE/NSE.

I/We are dealing in securities with you at BSE/NSE in Cash, F&O & Currency Derivatives Segment and in order to facilitate ease of operations, I/We authorise you as under:

1. I/we authorize you to setoff outstanding in any of my/our accounts against credits available or arising in my/our account(s) in other segment(s)/exchange(s)/Dp maintained with you irrespective of the fact that such credits in the accounts may pertain to transactions in any segment of the Exchange or in any other exchanges.
2 I/We hereby authorise you to keep all the securities which we give you in margin including the payout of securities received by us for meeting margin / other obligation in stock exchange in whatever manner for meeting / pay-in obligation on our behalf or for giving the same as margin to the Stock Exchange/Clearing Corporation/Clearing Member.
3 I/We request you to retain credit balance in any of my/our account and to use the idle funds towards our margin/ future obligations at any or both the Exchanges unless I/We instruct you otherwise. I/We also authorize you to debit the necessary demat charges from time to time, for keeping the shares in your client demat beneficiary account on my/our behalf.
4 I/ We request you to retain Securities in your Demat account for my/our margin/future obligations at all Exchanges, unless I/We instruct you to transfer the same to my/our account.
5 I/We request you to consider my/our telephonic instructions for order placing/order modification/order cancellation as a written instruction and give me/us all the confirmation on telephone unless instructed otherwise in writing. I/ We am/are getting required details from contracts issued by you.
6 . Trading on all Exchanges is in Electronic Mode, based on VSAT, leased line, ISDN, Modem and VPN, combination of technologies and computer systems to place and route orders. We understand that there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, of any such other problem/glitch whereby not being able to establish access to the trading system/ network, which may be beyond your control and may result in delay in processing or note processing buy or sell orders either in part or in full. I/ We agree that I/ We shall be fully liable and responsible for any such problems / fault.
7. I/We confirm that I/we will never sublet the trading terminal on any term of connectivity, from my/our place to any other place without your intimation.
8. I/We am/are agreeable for inter-settlement transfer of securities towards settlements.
9. All fines/penalities and charges livied upon you due to my acts/deeds or transactions may be recovered by you from my account.
10. PAY-OUT OPTION

❑ Cheque ❑ Fund Transfer ❑ CMS ❑ NEFT ❑ RTGS ❑ As per Group

11. STANDING INSTRUCTIONS

I/we authorised you to receive credits authomatically into my/our A/c: ❑ Yes ❑ No

Internet banking status ❑ Yes ❑ No

Thanking you,

Yours faithfully,

Signature of the Client Ⓢ

Name of the Client: ..... Client Code: .....

COMMON MOBILE NUMBER / EMAIL ID VOLUNTARY

It is to be informed that as per SEBI guidelines common mobile no. / Email id cannot be used for single participant. However, under exceptional circumstances, the participants may provide common mobile no. or Email id at his / her specific request (in the declaration as mentioned below) provided such client belongs to one family.
"Family" means self, spouse, dependent children and dependent parents.

Declaration for common mobile no./ Email ID

Date: _____

To,

ISTAA FINSERV PRIVATE LIMITED
12A/4, New Sion CHS. Ltd., Sion (West), Mumbai 400 022.
Tel.No.: +91-22-24018218/19 Fax No: +91-22-24082687.
E-mail: info@istaa.com• Website: www.istaafinserv.com

Ref.: Demat Account No. 1208510000 _____ with your company

Sub: E-mail ID and Mobile Number

Dear Sir,

This is with reference to the above subject I / We hereby state and confirm that the following mobile number & email ID given for Demat account is of my / our Joint family member:

Mobile no.: _____

Email ID: _____

Relation with BO: _____

I / We further confirm that we have no objection in communicating our trade / transactions / instruction details to the above mentioned mobile number and email ID by Istaa Finserv Private Limited / Exchanges / SEBI.

I / We agree to indemnify **Istaa Finserv private Limited** against any misrepresentation by me for the above mentioned email ID and mobile number.

Thanking you,
Yours truly,

Ⓢ

Name of Declarant Signature

Confirmation of Receipt of executed documents

Client Code: _____

Dear Sir,

I/We hereby acknowledge the receipt of duly executed copy of Account Opening Form, Rights and Obligations, RDD, Policies and Procedures and all other documents as executed by me/us.

Signature of Client: Ⓢ _____

Consent Form

Dear Sir/Madam

I,_____ S/o / D/o / W/o _____, give my consent to download my KYC Records from the Central KYC Registry (CKYCR), only for the purpose of verification of my identity and address from the database of CKYCR Registry.

I understand that my KYC Record includes my KYC Records /Personal information such as my name, address, date of birth, PAN number etc.

Signature:

Date: