

Bagged NSDL Best Performer in Account Growth Rate (Big DP) consecutively for 4 years in 2013, 2014, 2015 & 2016

ACCOUNT OPENING FORM (TRADING & DEMAT)

IN-PERSON VERIFICATION

Client Name

Code.....

By sign

Name of the Employee/AP/SB.....

Date.....

Place.....

Name of the Service Centre.....

R K Global
Shares & Securities Ltd

“Every Client is our Priority”

Instructions for Filling Account Opening Form (Please read carefully before filling the form)

1. Please use CAPITAL LETTERS while filling up the Account Opening Form.
2. Trading accounts cannot be opened in joint names.
3. Client should sign at all the places marked as (L).
4. Please affix passport size photographs of the Client/ Constituent/ First Holder / Sole Holder duly signed across, at the space provided.
5. Please affix passport size photographs of Second Holder (if any), Third Holder (if any), Nominee (if any) and Guardian of Nominee (if any) duly signed across for depository account.
6. Please provide a self attested clear photocopy of PAN Card (**MANDATORY**).
7. Please provide copy of documentary evidence of financial details, if opted for trading in derivatives.
8. Please provide a clear self attested photocopy of anyone of the following documents acceptable as Address proof.
 - a) Passport
 - b) Ration Card
 - c) Driving Licence
 - d) Voter ID
 - e) Bank Passbook / Statement
 - f) Aadhar Card
- f) Latest electricity or landline telephone bill (not more than two months old). Telephone bills of fixed wireless phone (TATA, Reliance and other WLL) and mobiles will not be accepted as address proof.
- g) Notarized copy of leave and licence agreement/ agreement for sale/rent agreement
(Please provide proof of correspondence address only. All communication shall be sent at the correspondence address of the first/sole holder)
*Note: Computer generated Bank Statement can be accepted as Proof of Address subject to:
 - i. Original Cancelled cheque required.
 - ii. Bank statement should be printed on the stationery of the bank, carry logo, name & address of the bank.
 - iii. If Bank statement is not printed on bank stationery but is printed on plain paper/computer stationery then it should be duly attested (signed and stamped) by the authorised official of the bank with name & designation of authorised official.
 - iv. The Bank statement should pertain to the latest quarter ending.
9. Please provide a clear self attested photocopy of anyone of the following documents acceptable as Bank Proof containing the name of the client/ constituent/ first/sole holder
 - a) Bank Passbook
 - b) Statement (Not more than three month old)
 - c) Cancelled cheque leaf
10. Please provide photocopy of Holding/Transaction Statement. Client master of each of your existing Depository account if not with R K Global Shares & Securities Ltd.
11. In case of NRI, please provide the following additional self attested documents.
 - a) Photocopy of permission letter issued by RBI/PIS from an authorised dealer.
 - b) Verified copies of proofs of both local as well as foreign address.
 - c) Copy of Passport.
 - d) Valid visa or work permit.
 - e) Bank proof-NRE/NRO saving account.
 - f) In - person verification by Indian embassy/R K Global Official.

(In case the client wants that the correspondence should be sent at foreign address then the postage amount would be charged as per actuals)
12. Please provide cancelled cheque for MICR verification.
13. Please provide an initial cheque in favour of R K GLOBAL SHARES & SECURITIES LTD. towards account maintenance charges.
14. Client/Constituent/First Holder / Sole Holder needs to fill up all the fields marked with asterix(*). Please note that all the columns of the account opening form are duly filled in and box or space is not left blank. Please strike off the boxes or space, Which are not applicable.
15. All original documents shall be required for verification purposes at the time of submission of form.
16. In case of address change
Duly Signed Request Letter, ID Proof, Address Proof and Latest Trxn. Statement
17. In case of Bank Detail Change
Duly Signed Request Letter, Copy of Cancelled Cheque

Important instructions:

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

R K Global Shares & Securities Ltd

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

Email id : _____

Trading Code : _____

Contact no : _____

Date : _____

 (1)

(Signature of 1st Holder)




R K Global Shares & Securities Ltd

DP ID: IN302453 / IN302951

Date :

Registered Office : 61, 6th Floor, Mittal Chambers, 228 Nariman Point, Mumbai - 400 021
Ph: 022-42105555, Fax: 91-22-42105500, Email: care@rkglobal.in

With reference to my / our application for opening a depository account, I/we acknowledge the receipt of copy of the Account Opening Form, "Rights and Obligations of the Beneficial Owner and Depository Participant".

	Name	Signature(s) of Account Holder(s)
Sole/1st Holder :		 (2)
2nd Holder :		
3rd Holder :		

R K Global Shares & Securities Ltd

Acknowledgement

DP ID: IN302453 / IN302951

Registered Office : 61, 6th Floor, Mittal Chambers, 228 Nariman Point, Mumbai - 400 021
Ph: 022-42105555, Fax: 91-22-42105500, Email: care@rkglobal.in

Received the application from Mr/Ms _____ as the sole/first holder along with _____ and _____ as the second and third holders respectively for opening of a depository account. Please quote the DP ID & Client ID allotted to you in all your future correspondence.

Date :

Participant Stamp & Signature _____

ACCOUNT OPENING KIT**INDEX OF DOCUMENTS**

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Name of Trading Member : R K GLOBAL SHARES & SECURITIES LTD

SEBI Registration No. and date : INB/INE/INF 230825035, INE 260825035, INB/INF 010825033

Registered Office Address : 61, 6th Floor, Mittal Chambers, 228, Naiman Point, Mumbai-400 021

Phone : +91-22-4210 5555, Fax : +91-22-4210 5500, Website : www.rkglobal.net

Correspondence Office Address : Flat No. 5, Sagar Apartment, 6 Tilak Marg, New Delhi-110 001

Phone : +91-11-4310 0999, Fax : +91-11-2338 5640, Website : www.rkglobal.net

Compliance Officer Name, phone no. & email id : Mr. Kamesh Gupta, +91-11-4310 0999, kgupta@rkglobal.in

For any grievance/dispute please contact R K Global Shares & Securities Ltd at the above address or email id-grievances@rkglobal.in and Phone no. 011-4310 0999. In case not satisfied with the response, please contact the concerned exchange(s) at ignse@nse.co.in/ investorcomplaints@msei.in/is@bseindia.com and Phone no. 91-1800220051/022-61129028/022-22728097 respectively.

I have fully understood the distinction and details regarding the Mandatory/Non-Mandatory agreement/declaration/authorisation and do hereby enter and sign the same and agree not to call into question the validity, enforceability and applicability of any voluntary agreement(s)/document(s) or clauses within any voluntary/optional agreement(s)/document(s) under any circumstances what so ever.

 (3)

(Signature of 1st Holder)

4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS * (Please see instruction E at the end)

Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Line 1*
Line 2
Line 3 City / Town / Village*
District* Pin / Post Code* State / U.T Code* ISO 3166 Country Code*

4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES* (Applicable if section 2 is ticked)

Same as Current / Permanent / Overseas Address details Same as Correspondence / Local Address details

Line 1*
Line 2
Line 3 City / Town / Village*
State* ZIP / Post Code* ISO 3166 Country Code*

5. CONTACT DETAILS (All communications will be sent on provided)

Tel. (Off) - Tel. (Res) - Mobile -
FAX - Email ID

6. DETAILS OF RELATED PERSON (In case of additional related persons, please fill 'Annexure B1') (please refer instruction G at the end)

Addition of Related Person Deletion of Related Person KYC Number of Related Person (if available*)

Related Person Type* Guardian of Minor Assignee Authorized Representative
Name* Prefix First Name Middle Name Last Name

(If KYC number and name are provided, below details of section 6 are optional)

PROOF OF IDENTITY [PoI] OF RELATED PERSON* (Please see instruction (H) at the end)


A- Passport Number Passport Expiry Date
 B- Voter ID Card
 C- PAN Card
 D- Driving Licence Driving Licence Expiry Date
 E- UID (Aadhaar)
 F- NREGA Job Card
 Z- Others (any document notified by the central government) Identification Number
 S- Simplified Measures Account - Document Type code Identification Number

7. REMARKS (If any)

8. 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. 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.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : -- Place :

 (4) [Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received Certified Copies

INSTITUTION DETAILS & KYC VERIFICATION CARRIED OUT BY

Name **R K GLOBAL SHARES & SECURITIES LTD.**
Date --
Emp. Name
Emp. Code
Emp. Designation
Emp. Branch

[Employee Signature]

IN-PERSON VERIFICATION (IPV)
 DOCUMENTS VERIFIED WITH ORIGINALS
 CLIENT INTERVIEWED BY
Date / / 20
Employee/Sub-Broker/AP Details:
Name: _____
Code: _____
Designation: _____
Signature: _____

Annexure A1

CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual | Correspondence / Local Address

Important Instructions:

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



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

1. CORRESPONDENCE / LOCAL ADDRESS DETAILS (Please see instruction E at the end)

Same as Current / Permanent / Overseas Address details

Line 1*

Line 2

Line 3 City / Town / Village*

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

2. CONTACT DETAILS (All communications will be sent on provided Mobile no./ Email-ID) (Please refer instruction F at the end)

Tel. (Off) - Tel. (Res) - Mobile -

FAX - Email ID

3. 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. 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.

Date : -- Place :

(5) [Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

Annexure B1

CENTRAL KYC REGISTRY | Know Your Customer (KYC) Application Form | Individual | Related Person

Important Instructions:

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



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

1. DETAILS OF RELATED PERSON (Please refer instruction G at the end)

Addition of Related Person Deletion of Related Person KYC Number of Related Person (if available*)

Related Person Type* Guardian of Minor Assignee Authorized Representative

Name* Prefix First Name Middle Name Last Name

(If KYC number and name are provided, below details of section 1 are optional)

PROOF OF IDENTITY (PoI) OF RELATED PERSON* (Please see instruction (H) at the end)

A- Passport Number Passport Expiry Date

B- Voter ID Card

C- PAN Card

D- Driving Licence Driving Licence Expiry Date

E- UID (Aadhaar)

F- NREGA Job Card

Z- Others (any document notified by the central government) Identification Number

S- Simplified Measures Account - Document Type code Identification Number

2. 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. 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.

(6) [Signature / Thumb Impression]

Date : Place :

Signature / Thumb Impression of Applicant

3. ATTESTATION / FOR OFFICE USE ONLY

Documents Received Certified Copies

INSTITUTION DETAILS & KYC VERIFICATION CARRIED OUT BY

Name **R K GLOBAL SHARES & SECURITIES LTD.**

Date

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

IN-PERSON VERIFICATION (IPV)
 DOCUMENTS VERIFIED WITH ORIGINALS
 CLIENT INTERVIEWED BY

Date / / 20

Employee/Sub-Broker/AP Details:


Name: _____

Code: _____

Designation: _____

Signature: _____

Annexure - J
PART II - ACCOUNT OPENING FORM
(FOR INDIVIDUALS)

 RK Global <small>Shares & Securities Ltd</small> Member of DP (NSDL) DP ID : IN302453 <input type="checkbox"/> / IN302951 <input type="checkbox"/> Registered Office : 61, 6th Floor, Mittal Chambers, 228, Nariman Point, Mumbai-400 021 Ph. : 022-42105555, Fax : 91-22-42105500, E-mail : care@rkglobal.in		Client - ID (To be filled by Participant)														
I/We request you to open a depository account in my/our name as per the following details : (Please fill all the details in CAPITAL LETTERS only)								Date	D	D	M	M	Y	Y	Y	Y
A)	Details of Account holder(s) :															
	Account Holder(s)	Sole / First Holder					Second Holder					Third Holder				
	NAME															
	PAN															
	Occupation (Please tick any one and give brief details)	<input type="checkbox"/> Private Sector	<input type="checkbox"/> Agriculturist	<input type="checkbox"/> Private Sector	<input type="checkbox"/> Agriculturist	<input type="checkbox"/> Private Sector	<input type="checkbox"/> Agriculturist									
<input type="checkbox"/> Public Sector		<input type="checkbox"/> Retired	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Retired	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Retired										
<input type="checkbox"/> Government Service		<input type="checkbox"/> Housewife	<input type="checkbox"/> Government Service	<input type="checkbox"/> Housewife	<input type="checkbox"/> Government Service	<input type="checkbox"/> Housewife										
<input type="checkbox"/> Business		<input type="checkbox"/> Student	<input type="checkbox"/> Business	<input type="checkbox"/> Student	<input type="checkbox"/> Business	<input type="checkbox"/> Student										
<input type="checkbox"/> Professional		<input type="checkbox"/> Other (Please specify; _____)	<input type="checkbox"/> Professional	<input type="checkbox"/> Other (Please specify; _____)	<input type="checkbox"/> Professional	<input type="checkbox"/> Other (Please specify; _____)										
	Brief Details :															
B)	For Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name & PAN of the Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned below.															
	a) Name						b) PAN									
C)	Gross Annual Income Details															
	Income Range per annum (Please tick any one)															
	<input type="checkbox"/> Below ₹ 1 lac	<input type="checkbox"/> ₹ 1-5 lac	<input type="checkbox"/> ₹ 5-10 lac													
	<input type="checkbox"/> ₹ 10-25 lac	<input type="checkbox"/> More than ₹ 25 lac														
D)	Guardian Details (where sole holder is a minor): [For account of a minor, two KYC Application Forms must be filled i.e. one for the guardian and another for the minor (to be signed by guardian)]															
	Guardian Name															
	PAN															
	Relationship of guardian with minor															

TRADING & DEMAT ACCOUNT RELATED DETAILS

A. BANK ACCOUNT(S) DETAILS

Bank Name :
 Branch Address :
 Bank account no. :
 Account Type : Savings Current Others (please specify)
 MICR Number :
 IFSC code :

B. DEPOSITORY ACCOUNT(S) DETAILS

Depository Name :
 DP Name :
 DP ID :
 Beneficiary Name :
 Beneficiary ID :

C. OTHER DETAILS FOR TRADING & DEMAT (IF ANY)

1. Please tick, if applicable :

Politically Exposed Person (PEP)

Related to a Politically Exposed Person (PEP)

2. Any other information :

3. Standing Instructions :

- i. I/We authorise you to receive credits automatically into my/our account. : Yes / No
- ii. Account to be operated through Power of Attorney (PoA) : Yes / No
- iii. SMS Alert facility : *[Mandatory if you are giving Power of Attorney (PoA) : Yes / No
- a) Sole/First Holder : Yes / No
- b) Second Holder : Yes / No
- c) Third Holder : Yes / No
- iv. Mode of receiving Contact Note/Statement of Account [Tick any one] Physical Form

Electronic Form

* Ensure that mobile no./email id is provided in KYC application form

D. TRADING PREFERENCES

		Segments		Signature of 1st Holder
1.	NSE Cash	<input type="checkbox"/>	(7)	_____
2.	NSE F&O	<input type="checkbox"/>	(8)	_____
3.	NSE Currency	<input type="checkbox"/>	(9)	_____
4.	BSE Cash	<input type="checkbox"/>	(10)	_____
5.	BSE F&O	<input type="checkbox"/>	(11)	_____
6.	MCX Currency	<input type="checkbox"/>	(12)	_____
7.	Demat A/c	<input type="checkbox"/>	(13)	_____

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

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

E. 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 :

F. DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS

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

Sub-brokers Name : _____ SEBI Registration number : _____

Registered office address : _____

Ph : _____ Fax : _____ Website : _____

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

Name of stock broker : _____ Name of Sub-Broker, if any : _____

Client Code : _____ Exchange : _____

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

G. ADDITIONAL DETAILS

- Whether you wish to avail of the facility of internet trading/ wireless technology (please specify) : YES NO
If Yes, Please tick the mode of Trade Web EXE
- Number of years of Investment/Trading Experience _____
- Any other information : _____

H. INTRODUCER DETAILS (optional)

Name of the Introducer :

(Name)

(Middle Name)

(Surname)

Status of the Introducer : Sub-broker/Authorized Person/Existing Client please specify: _____

Address and phone no. of the Introducer : _____ Signature of the Introducer : _____

TYPE OF ACCOUNT

- | | | |
|---|--|--|
| <input type="checkbox"/> Ordinary Resident | <input type="checkbox"/> NRI-Repatriable | <input type="checkbox"/> NRI-Non Repatriable |
| <input type="checkbox"/> Qualified Foreign Investor | <input type="checkbox"/> Foreign National | <input type="checkbox"/> Promoter |
| <input type="checkbox"/> Margin | <input type="checkbox"/> Others (Please specify) | |

In case of NRIS/Foreign Nationals :-

RBI Approval Reference Number :-

RBI Approval date :-

I. NOMINATION DETAILS (for trading & demat, if any)

I/We wish to make a nomination and do hereby nominate the following person in whom all rights and / or amount payable in respect of securities held in the Depository by me / us in the said beneficiary owner account shall vest in the event of my / our death.

- I/We wish to nominate I/We do not wish to nominate

DECLARATION

1. I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I/We undertake to inform you of any change therein, immediately.
2. I/We hereby confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/nonmandatory documents.
3. I/We hereby confirm having read and understood the contents of the 'Rights and Obligations' documents(s), 'Risk Disclosure Document' and 'Do's and Don't's'. I/We do hereby agree to be bound by such provisions and outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on Member's designated website, if any.
4. The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/We have understood the same and I/We agree to abide by and to be bound by the rules as are in force from time to time for such accounts. 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. In case non-resident account, I/We also declare that I/We have complied and will continue to comply with FEMA regulations. I/We acknowledge the receipt of copy of the document. "Rights and Obligations of the Beneficial Owner and Depository Participant".
5. I/We hereby give consent to receive information from Central KYC Registry through SMS/Email on the above registered mobile number/email address.
6. I/We would like to receive Right & Obligation document (Physical/Electronic) Form.

Place :

 (15)

(Signature of 1st Holder)



(Signature of 2nd Holder)



(Signature of 3rd Holder)

Date :

PRO DISCLOSURE

To,

Dear Sir / Madam,

Under instruction of SEBI, The National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange Ltd. (BSE), Metropolitan Stock Exchange Ltd. (MCX-SX) has directed all its members to inform their clients whether they engage in proprietary trading in this regard we wish to inform you that we as a company do engage in proprietary Business in the National Stock Exchange of India Ltd. / Bombay Stock Exchange Ltd. / Metropolitan Stock Exchange Ltd.

Kindly take note of the above and oblige.

Thanking you

For R K Global Shares & Securities Ltd

Authorised Signatory

FOR OFFICE USE ONLY

UCC Code allotted to the Client : _____

	Documents verified with Originals
Name of the Employee	
Employee Code	
Designation of the Employee	
Date :	
Signature	

I/We undertake that we have made the client aware of tariff sheet and all the voluntary/non-mandatory documents. I/We have also made the client aware of 'Rights and Obligations' document (s), RDD, 'Do's and Dont's' and Guidance Note. I/We have given/sent him a copy of all the KYC documents. I/We undertake that any change in the tariff sheet and all the voluntary/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

Date :

Signature of the Authorised Signatory

Seal/Stamp of the Member

R K GLOBAL SHARES & SECURITIES LTDDEPOSITORY PARTICIPANT OF NSDL (DP - ID : IN302453 / IN302951)**Registered** 61, 6th Floor, Mittal Chambers, 228, Nariman Point, Mumbai-400 021**Office :** P : 91-22-42105555, F : 91-22-42105500, E : care@rkglobal.in**Corporate** Flat No. 5, Sagar Apartment, 6 Tilak Marg, New Delhi-110 001**Office :** P : 91-11-43100999, F : 91-11-23385640, E : care@rkglobal.in, W : www.rkglobal.net**Regional** Room No.M-29 & 30, Mezzanine Floor, 6 Lyons Range, Fortune Chambers, Turner Morrison Building, Kolkata-700001**Office :** P : 033-40174999, E : care.kolkata@rkglobal.in**CHARGES SCHEDULE**

Content	Charges
---------	---------

ACCOUNT OPENING CHARGES

a.	Account Opening Charges	Free
b.	Account Maintenance Charges (charged from 2nd year)	Rs. 250/-

For POA Clients

a.	Stamp Paper/ Franking Charges	Rs 10/- (one time)
----	-------------------------------	--------------------

TRANSACTION CHARGES

a.	Transaction Charges (BUY - Incoming)	NIL
b.	Transaction Charges (SELL - Outgoing)	Rs 12.5 per ISIN or 0.01% of the delivered securities (whichever is higher)
c.	Dematerialisation	NIL
d.	Rematerialisation	NIL
e.	Pledge/Lending/Borrowing Request	Rs 15 per instruction / ISIN + Rs 5 per request
f.	UnPledge Request	Rs 15 per instruction / ISIN + Rs 5 per request

DELIVERY INSTRUCTION

a.	Failed Transaction	Rs 15/- per ISIN
b.	1st Delivery Instruction Book	NIL
c.	Every Additional Delivery Instruction Book	Rs 15/-
d.	Cheque Bounce Charges	Rs 300/-
e.	Modification in Client Master	Rs 15/- per request

PERIODIC/NON PERIODIC STATEMENT

a.	Periodic Statement - Email	NIL
b.	Periodic Statement - Physical	NIL
c.	Non Periodic Statement - Email	NIL
d.	Non Periodic Statement - Physical	NIL
e.	Postal Charges per Demat/Remat/Demat Rejection/Periodic & Non Periodic Statement	Rs 50/- per courier

* Cheque of Rs 50/- is required at the time of account opening which is adjusted towards the transaction cost. POA Charges Rs. 20/- Monthly.

NOTE :

Charges/Service standards are subject to revision to Depository Participants sole discretion and shall be informed by circulars sent by ordinary post 30 days prior to its implementation

In case of non payment of bills/any dues within 15 days of the due date, interest shall be charged @ 18% per annum on the outstanding dues and the Depository services may be discontinued after the expiry of 30 days from the date of a notice served if such default continues. Restoration of such accounts will be Rs 100/- per account. Annual Maintenance Charge (AMC) is non refundable. Service Tax, Education Cess and Higher Education Cess applicable on all above charges except stamp charges.

Same day instruction/Next day pay-in related instruction, if submitted after 4 pm will be received for execution on best effort basis and at client risk, subject to extra charge of Rs 20/- per ISIN. The value will be calculated as per NSDL formula. In case of foreign correspondence address, any other communication in the form of physical or email will be charged as per actuals. Any services not listed above will be charged extra. I/We here confirm that we dont want to convert into BSDA Account.

 (16)

(Signature of 1st Holder)









(Signature of 2nd Holder)



(Signature of 3rd Holder)

TARIFF SHEET

BROKERAGE STRUCTURE

Brokerage Slab	Per Lot (#)	% (*)	Min. Paisa	Sign in case of cutting
Delivery Based				 (17)
Daily Square up				 (18)
Equity Future				 (19)
Equity Option				 (20)
Currency Future				 (21)
Currency Option				 (22)

* : Please don't mention any (%) or (.) mark here. It should be in terms of absolute paisa only.

: Please don't mention any (%) or (.) mark here. It should be in terms of Rs. per Lot only.

RUNNING ACCOUNT AUTHORISATION

To,
R K Global Shares & Securities Ltd.
Registered Office : 61, 6th Floor, Mittal Chambers, 228 Nariman Point, Mumbai - 400 021
Ph. : 022-42105555, Fax : 022-42105500, E-mail : care@rkglobal.in

I am dealing through you as a client in Capital Market and/or Future & Options segment and/or Currency Derivative segment and/or Interest Rate Future Segment & in order to facilitate ease of operations and upfront requirement of margin for trade. I authorize you as under:

1. I/We request you to maintain running balance in my account & retain the credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) at any segment(s) of any or all the exchange(s)/clearing corporation unless I/we instruct you otherwise.
2. I/We request you to retain securities with you for my/our margin/pay-in/other future obligation(s) at any segment(s) of any or all the exchange(s)/clearing corporation unless I/we instruct you to transfer the same to my/our account.
3. I/we request you to settle my fund and securities account once in every calendar Quarter or once in a calendar month or such other higher period as allowed by SEBI/Stock Exchange time to time except the funds given towards collaterals/margin in form of Bank Guarantee and/or Fixed Deposit Receipt.
4. In case I/we have an outstanding obligation on the settlement date, you may retain the requisite securities/fund towards such obligations and may also retain the funds expected to be required to meet margin obligations for next 5 trading days, calculated in the manner specified by the exchange.
5. I/We further authorize you to retain an amount of up to Rs.10,000/- (net amount across segment and across stock exchanges) in order to avoid administrative/operational difficulties in settling my/our account. The same may be released on my/our specific request.
6. I/We confirm you that I will bring to your notice any dispute arising from the statement of account or Settlement so made in writing within 7 working days from the date of receipt of funds/securities or statement of account or statement related to it, as the case may be at your registered office

The running account authorization provided by me shall continue and remain valid until it is revoked by me anytime in writing.

My/Our preference for actual settlement of funds & securities is atleast :

- Once in a Calender Quarter Once in a Calender Month

Thanking you,

Yours faithfully,

 (23)

(Signature of 1st Holder)

Name :

Date :

POWER OF ATTORNEY

To all to whom these presents shall come I / we _____ Indian Inhabitants send greetings. Whereas I/we have a ben eficiary Account bearing No. _____ In the name and style of _____ (Hereinafter referred to as the said Account) with **R K Global Shares & Securities Ltd.**, having its Registered Office at 61, 6th floor, Mittal Chambers,228, Nariman Point, Mumbai-400021 and _____ (Herein after called the DP) and I/we am/ are desirous of appointing an agent/attorney to operate said account on my/ our behalf in the manner herein after appearing.

Now know we all and those presents witness that I/we, the above named do hereby nominate, constitute and appoint R K Global Shares & Securities Ltd ., an Indian Company having its Registered Office at 61, 6th floor, Mittal Chambers, 228, Nariman Point , Mumbai-400021, as my /our true and lawful attorney (s) Hereinafter referred to as The Attorney (s) for me /us and on my/our behalf and in my/ our name to do the following acts, deeds and things and exercise the following powers and authorities.

1. To do all such things and give all such instructions and mentioned below concerning, the said account as I/ we myself/ ourselves could give if I/ we was/ were personally present. To instruct the DP to debit securities to the said account and / or transfer securities from the said account to any other account to below mentioned Demat Accounts, to the extent of securities sold through R K Global Shares & Securities Ltd., for pay-in obligations as well as for Margins towards any stock exchange both in cash and derivatives segments.
2. To apply for various products like Mutual Funds, Public Issues (Shares as well as debentures), rights, offer of shares, tendering shares in open offers etc pursuant to oral/written/electronic instructions given by me/us. To apply for redemption or repurchase of units of Mutual Fund by signing & submitting requests to Depository Participant for processing on my/our behalf.
3. And I/ we hereby agree and confirm that the powers and authorities conferred by this power of attorney shall continue until notice of revocation given by me/us in writing to R K Global Shares & Securities Ltd., However, such revocation shall not be applicable for any outstanding settlement obligation arising out of the trades carried out prior to receiving request for revocation of POA.

CM Name	CM ID	A/c no.
R K Global Shares & Securities Ltd (NSE)	IN 559600	IN302453 - 10000077
R K Global Shares & Securities Ltd (BSE)	IN 662182	IN302453 - 10146921
BO Name	DP ID	CLIENT ID
R K Global Shares & Securities Ltd (NSE CM & F&O)	IN 302453	10004544
R K Global Shares & Securities Ltd (BSE CM & F&O)	IN302453	10146751
R K Global Shares & Securities Ltd (COLLATERAL)	IN302453	10261930
R K Global Shares & Securities Ltd (NSE CM POOL)	12014100	00001056
R K Global Shares & Securities Ltd (BSE CM POOL)	12014100	00017691

BO Name	CMBPID	A/C NO.
National Securities Clearing Corporation Limited (NSCCL)	IN565576	1100001100017837
BOI Shareholding Ltd/ Indian Clearing Corporation Ltd.	IN620031	1100001000020972

(Signed and delivered)

 (24)





(Signature of 1st Holder)

(Signature of 2nd Holder)

(Signature of 3rd Holder)

By the Witness Named

Date:

(_____)

(_____)

(In the presence of)

Place:

(_____)

(_____)

PAN No. : _____ Trading Code: _____
 DP ID : _____ Client ID : _____
 Name : _____
 Place of Birth : _____ Country of Birth : _____
 Nationality : _____
 Annual Income : Below 1 Lac 1 Lac to 5 Lac 5 Lac to 10 Lac
 10 Lac to 25 Lac 25 Lac to 1 Crore Above 1 Crore

Net Worth _____ Net Worth as on : _____
 (Net worth should not be older than 1 year)

Occupational Detail : Business Private Sector Professional Govt. Service
 Agriculturist Public Sector Housewife Student
 Retired Forex Dealer Other _____ (Pl Specify)

Politically Exposed person (PEP) Related to Politically Exposed person (RPEP)

Are you a tax resident of any country other than India Yes NO

If yes please indicates the all countries in which you are resident for tax purpose and the associated Tax ID number below:

Sr.No.	Country	Tax Identification Number	Identifacation Type (TIN or Other, please specify)
1.			
2.			
3.			
4.			

DECLARATION

I have read and understood the information requirements and the Terms & Conditions mentioned in this form (read along with FATCA & CRS instructions) and hereby confirm that the information provided by me on this form is true, correct and complete. I hereby agree and confirm to inform R K Global Shares and Securities Ltd for any modification to this information promptly.

I further agree to abide by the provisions of the scheme related documents inter alia provisions of FATCA & CRS on Automatic Exchange of Information (AEOI)

Signature of 1st Holder  (25)

Date: _____

Place : _____

Please submit the form fully filled, signed, for all the holders, separately and submit at your nearest **R K Global Shares & Securities Ltd** branch or you can dispatch the hard copy to-

R K Global Shares & Securities Ltd
 Mezzanine Floor, Room No. 37
 Fortune Chambers, Turner Morrison Building
 6, Lyons Range, Kolkata - 700 001

TRADING TECHNICAL AND DERIVATIVES RESEARCH (TTD)

Caution : Trading in the derivatives segment or in the capital market segment using technical charts or short term indicators (trading calls) is a high risk and requires skill, experience and knowledge of the capital markets. Certain transactions including those involving futures, options and other derivatives as well as non- investment grade securities involve substantial risk and are not suitable for all investors. STOP LOSS ORDERS help limit loss but even placing contingent orders, such as stoploss or sotplimit orders will not necessarily limit your losses to the intended amounts, and it is important that only a small portion of your corpus is allocated to such trading. Leverage can lead to large losses as well as gains. You may sustain a total loss of the initial margin funds and any additional funds that you deposit with us to establish or maintain a position, and you incur losses beyond your initial investment.

TERMS AND CONDITIONS

R K Global Shares & Securities Ltd. (R K Global) will, at its discretion, provide its trading call, technical and derivatives reports as also market news to its clients either in the form of a written market commentary or research report sent in e-mail, fax form, SMS or through postal or courier service. A brief extract of the TTD reports may also be sent, on enrolment, in SMS, e-mail or fax form.


To avail of TTD reports, clients are required to understand and confirm/accept the following :

1. Clients have read and understood in full the terms and conditions contained in the member client agreement and risk disclosure documents provided therein. Cleints are also to read and understood the important disclosures and disclaimers forming part of each report.
2. TTD reports are for the general information of clients of R K Global. They do not constitute a personal recommendation or take into account the particular investment objectives, financial situations, or needs of the individual clients.
3. No informations published in TTD Reports constitute a solicitation or offer, or any kind of recommendation, to buy or sell any investment instruments, to effect any transactions, or to conclude any legal act of any kind whatsoever and the risk of loss on the basis of information published in TTD reports can be substantial. Clients should, therefore, carefully consider whether such trading is suitable for them in light of their circumstances and financial resources.
4. The information published and opinions expressed provided by R K Global for personal use and for informational purposes only and are subject to change without notice, R K Global makes no representation (either express or implied) that the information and opinions expressed in TTD Reports will be accurate, complete or up to date. Clients should obtain device from a qualified expert before making any trading decision. The stated price of any securities mentioned in TTD Reports will be as of the date indicated and is not a representation that any transaction can be effected at this price. Neither R K Global nor other persons shall be liable for any direct, indirect, special, incidental, consequential, positive or exemplary damages, including lost profits arising in any way from the information contained in TTD Reports.
5. R K Global will exercise due diligence in checking the correctness and authenticity of the information contained in TTD Reports, but R K Global or any of its affiliates or directors or officers or employees shall not be in any way responsible for any loss or damage that may arise to any person from any inadvertent error in the information contained in TTD Reports or any action

- Reports. Price and value of the securities forming part of TTD Reports may go up or down. Past performance is not guide for future performance.
6. R K Global may use brand names for all or any of TTD reports. Such names would represent the brand and not the nature or feature of TTD reports.
 7. TTD reports will include commentary on derivatives trading, technical analysis and limited review of stocks and may not be based on comprehensive
 8. R K Global has two independent equity research groups : Institutional Equities Research Group and Private Client Group. The Private Group is responsible for the preparation of TTD Reports. A designated team form the Private Research Group also prepares reports based on fundamental evaluation of companies. The views and opinions expressed in TTD Reports may or may not match or may be contrary with the views, estimates, rating, target price, of reports of the Institutional Equities Research Group and Private Client Group dealing in fundamental research. Further, there may be a contrary view within the TTD Reports with regard to estimates, rating, target price as evaluation are based on different criteria.
 9. The contents of the TTD Reports cannot be copied, reproduce, republished, uploaded, posted, transmitted or distrubuted for any non-personal use without obtaining prior permission from R K Global.
 10. The proprietary trading and investment businesses of the R K Global Group may make investment decisions that are inconsistent with the views expressed in the TTD reports.
 11. R K Global and its affiliates, officers, directors and employees world-wide may : (a) from time to time, have long or short positions in, and buy or sell the securities thereof, of company(ies) mentioned in the TTD Reports or (b) be engaged in any other transaction involving such securities and earn brokerage or other compensation or act as a advisor or lender/borrower to such company(ies) or have other potential conflict of interest with respect to any view and related information and opinions mentioned in TTD Reports.
 12. R K Global reserves the option to provide all or any of the TTD reports and the right to suspend or vary the whole or any part of the same for any reason, at any time at its sole discretion.
 13. Clients who enroll for SMS/e-mail/fax delivery of brief extract of TTD reports
 14. R K Global does not guarantee completeness, error, delay, interruption or timeliness or delivery in whole or in part of any of the TTD reports or their extracts. The same is provided on an as- is and as-available basis.
 15. Users should check with their service providers/operator for charges, if any.

CLIENT ACCEPTANCE

I/We hereby acknowledge that, R K Global may at its discretion, at my/our request provide me/us with TTD Reports of its brief extract. I/We have made the request after understanding and accepting its terms, conditions and risks set forth above.

Signature 1st Holder :  (25) _____

Date : _____

Client Code : _____

Place : _____

Client Name : _____

FUNDAMENTAL RESEARCH

TERMS AND CONDITIONS


R K Global Shares & Securities Ltd. (R K Global) will, at its discretion, provide its trading company research reports/news, results and event updates/sector reports monthly commentary/regular compendium (together Reports) to its clients either in the form of a written market commentary or research report sent in e-mail, fax form, SMS or through postal or courier service. A brief extract of the TTD reports may also be sent, on enrolment, in SMS, e-mail or fax form.

To avail of reports, clients are required to understand and confirm/accept the following :

1. Clients have read and understood in full the terms and conditions contained in the member client agreement and risk disclosure documents provided therein. Clients are also to read and understand the important disclosures and disclaimers forming part of each report.
2. The reports are for the general information of clients of R K Global. They do not constitute a personal recommendation or take into account the particular investment objectives, financial situations, or needs of the individual clients.
3. No information published in Reports constitute a solicitation or offer, or any kind of recommendation, to buy or sell any investment instruments, to effect any transactions, or to conclude any legal act of any kind whatsoever and the risk of loss on the basis of information published in reports can be substantial. Clients should, therefore, carefully consider whether such trading is suitable for them in light of their circumstances and financial resources.
4. The information published and opinions expressed provided by R K Global for personal use and for informational purposes only and are subject to change without notice, R K Global makes no representation (either express or implied) that the information and opinions expressed in Reports will be accurate, complete or up to date. Clients should obtain advice from a qualified expert before making any trading decision. The stated price of any securities mentioned in Reports will be as of the date indicated and is not a representation that any transaction can be effected at this price. Neither R K Global nor other persons shall be liable for any direct, indirect, special, incidental, consequential, positive or exemplary damages, including lost profits arising in any way from the information contained in Reports.
5. R K Global will exercise due diligence in checking the correctness and authenticity of the information contained in Reports, but R K Global or any of its affiliates or directors or officers or employees shall not be in any way responsible for any loss or damage that may arise to any person from any inadvertent error in the information contained in Reports or any action taken on basis of Reports. Price and value of the securities forming part of Reports may go up or down. Past performance is not guide for future performance.
6. R K Global may use brand names for all or any of reports. Such names would represent the brand and not the nature or feature of reports.
7. R K Global has two independent equity research groups : Institutional Equities Research Group and Private Client Group. The Private Group is responsible for the preparation of Reports. A designated team from the Private Research Group also prepares reports based on fundamental evaluation of companies. The views and opinions expressed in Reports may or may not match or may be contrary with the views, estimates, rating, target price, of reports of the Institutional Equities Research Group and Private Client Group dealing in fundamental research. Further, there may be a contrary view within the Reports with regard to estimates, rating, target price as
8. The contents of the Reports cannot be copied, reproduce, republished, uploaded, posted, transmitted or distributed for any non-personal use without obtaining prior permission from R K Global.
9. The proprietary trading and investment businesses of the R K Global may make investment decisions that are inconsistent with the views
10. R K Global and its affiliates, officers, directors and employees world-wide may : (a) from time to time, have long or short positions in, and buy or sell the securities thereof, of company(ies) mentioned in the Reports or (b) be engaged in any other transaction involving such securities and earn brokerage or other compensation or act as a advisor or lender/borrower to such company(ies) or have other potential conflict of interest with respect to any view and related information and opinions mentioned in Reports.
11. R K Global reserves the option to provide all or any of the reports and the right to suspend or vary the whole or any part of the same for any reason, at any time at its sole discretion.
12. Clients who enroll for SMS/e-mail/fax delivery of brief extract of reports are required to read the full reports.
13. R K Global does not guarantee completeness, error, delay, interruption or timeliness or delivery in whole or in part of any of the reports or their extracts. The same is provided on an as-is and as-available basis.
14. Users should check with their service providers/operator for charges, if any.

CLIENT ACCEPTANCE

I/We hereby acknowledge that, R K Global may at its discretion, at my/our request provide me/us with TTD Reports of its brief extract. I/We have made the request after understanding and accepting its terms, conditions and risks set forth above.

Signature of 1st Holder  (27) _____

Client Name : _____

Date : _____

Client Code : _____

Place : _____

LETTER OF AUTHORITY

To,

R K Global Shares & Securities Ltd.

Regd. Office : 61, 6th Floor, Mittal Chambers
228, Nariman Point, Mumbai - 400 021

STANDING INSTRUCTIONS/AUTHORISATION

I/we have been/shall be dealing through you as my broker on the Capital Market, Futures & Options Segments and/or Currency Segment. As my Broker i.e. agent I/we direct and authorise you to carry out trading/dealings on my/our behalf as per instructions given below. Please treat these instructions as written ratification of my/our verbal directions/authorisations given and carried out by you earlier.

1. Maintain a running account in my/our name your books of accounts and issue me/us cheques for the credit balance only as and when requested by me/us in writing
2. Retain securities from my/our securities payout with you till request is made by me/us.
3. Retain payout of funds and/or securities to meet our margin and pay in obligations and/or debit my/our running account for the margin payable by me/us.
4. Transfer funds and/or securities from my/our account/running account in the Capital Market Segment to my/our Derivatives running account and vice versa whenever applicable and found necessary by you.
5. I understand that you require written instructions for receiving/modifying or cancelling orders. However, since it is not practical to give written instructions for every order, I hereby authorise you to kindly accept my/my authorised representatives, verbal instructions/orders in person or over phone and execute the same.
6. I agree that any loss due to any erroneous order entry/erroneous order modification shall be entertained by R K Global Shares & Securities Limited only to the extent of insurance received.
7. Send my/our contract notes electronically on my/our email id viz, I/we agree not to hold you responsible for late/non-receipt of the same for any reasons including failure of email servers, loss of connectivity or the mail box being full or otherwise becoming incapable of receiving the contract note email Or due to any technical reasons beyond your control. I/we shall completely rely on the log reports of your dispatching software as a conclusive proof of dispatch of email to me/us and will not disputes the same. In the event of my / our changing the email address, I/we will inform the same in writing by either registered post or through a digitally signed email.
8. Since you are issuing contract notes bearing order numbers and trade numbers on a daily basis, please do not issue the order/trade confirmation slips as generated from the Trading Terminal, unless otherwise requested by me in writing.
9. Pledge/deposit the my/our securities and/or funds whether deposited as collateral/Margin or permitted by us to be retained in running account etc. by you with any bank or any other institution including the Exchange/Clearing Corporation/Clearing House for the purposes of raising funds, bank guarantees and FDRs etc. towards Margin/Collateral as also to meet shortfall in my/our funds/securities pay in obligation/auctions or assignment of contracts or any other liability arising out of anyour dealings with you/through you. You are further, authorised to sell/liquidate these securities/FDRs at the time and manner of your choosing and as and when deemed fit by you in your absolute discretion to meet any shortfalls in our accounts or any other liability of mine/ours without any reference to me/us.
10. Debit the additional changes payable by me/us as per your rules & regulations as ammended from time to time.
11. I/we hereby authorise you to keep all the securities which I /we have given you in margin including the payout securities received by us for meeting margin/order obligation in any of the stock exchanges in whatever manner which may include pledging of shares in favour of bank and/or taking loan against the same or meeting margin/pay-in obligation on my/our behalf or for giving the same as margin to the any of the stock exchanges or otherwise.
12. I/we will inform you the change of my/our email: ID, if any, in future either by regd. Post or through a digitally signed e-mail.
13. I/We are aware and acknowledge that trading of all exchanges is in Electronic mode, based on Vsat, Leaseline, ISDN, Modem, VPN, Internet and/or combination of technologies and computer system to place and route order and also involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, payin payout of funds & securities, online & offline banking etc. these are susceptible to interruptions, delay, mistake and dislocations; and your services may at any time be unavailable without further notice and I/we understand that there exists a possibility of communication failure or system problems or slow or delay response from system or trading half, or any such other problem/glitch whereby not been able to establish access to the trading system/network or delay in execution of trades, which may be beyond your control any may result in delay in processing or not processing of any orders either in part or in full. I understand that you are not making any representation or warranty that your service will be available to the clients at all times without any interruption. I/We agree that I/We shall not have any claim for any loss incurred by me/us against you on account of any suspension, delay, interruption, non availability or malfunctioning of your system or service for any reason whatsoever.
14. I/we confirm that I/we never sublet the trading terminal on any term of connectivity from my place to any other place without your prior approval.
15. I/we am/are agreeable for inter-settlement transfer of securities towards settlement.
16. All fines/penalties and charges levied upon you due to my acts/ deeds or transaction may be recovered by you from my account.
17. I have a trading as well as depository relationship with R K GLOBAL SHARE & SECURITIES LTD.. Please debit the charges relevant with depository services from my trading account on monthly basis. I also agree to maintain the adequate balance in my trading account/pay adequate advance fee for the said reason.

You are requested to follow the above-mentioned standing instructions until further written instruction.

I/We agree to indemnify you and keep you indemnified against all losses, damages and actions which you may suffer or face as a consequence of adhering to and carrying out my/our directions given above.


Thanking you,

Yours faithfully,

Client Name :

Place :

Date :

Signature of 1st Holder :  (28)

List of two – digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

List of ISO 3166 two- digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire !Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion IRéunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao !Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy ISaint Barthélemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

General Instructions:

- 1 Fields marked with '*' are mandatory fields.
- 2 Tick wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- 6 Wherever state code and country code is to be furnished, the same should be the two -digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick in the box available before the section number and strike off the sections not required to be updated.
- 9 In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required.

A Clarification / Guidelines on filling 'Personal Details' section

- 1 **Name:** Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- 2 Either **father's name or spouse's name** is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India

- 1 **Tax identification Number (TIN):** TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)

C Clarification / Guidelines on filling 'Proof of Identity [PoI]' section

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 2 Mention identification / reference number if 'Z - Others (any document notified by the central government)' is ticked.
- 3 In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 3 (S).

Document Code	Description
01	Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.
02	Letter issued by a gazetted officer, with a duly attested photograph of the person.

D Clarification / Guidelines on filling 'Proof of Address [PoA] - Current / Permanent / Overseas Address details' section

- 1 PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 3 In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 4.1.

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	Bank account or Post Office savings bank account statement.
04	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
05	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation.
06	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

E Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section

- 1 To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted.
- 2 In case of multiple correspondence / local addresses, Please fill '**Annexure A1**'

F 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.

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

- 1 Provide KYC number of related person if available.

H Clarification / Guidelines on filling 'Related Person details - Proof of Identity [PoI] of Related Person' section

- 1 Mention identification / reference number if 'Z - Others (any document notified by the central government)' is ticked.

NOTES :

- ❖ All communication shall be sent at the address of the Sole/First holder only.

Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.

- ❖ For receiving Statement of Account in electronic form

- > Client must ensure the confidentiality of the password of the email account.
- > Client must promptly inform the Participant if the email address has changed.
- > Client may opt to terminate this facility by giving 10 days prior notice. Similarly Participant may also terminate the facility by giving 10 days prior notice.

- ❖ Strike off whichever is not applicable.

- ❖ The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly or jointly. Non-individuals including society, trust, body / corporate and partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly, all joint holders will sign the nomination form.

- ❖ A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner.

- ❖ The Nominee(s) shall not be a trust, society, body corporate, partnership firm, karta of Hindu Undivided Family or a power of Attorney holder. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time.

- ❖ Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities.

- ❖ Transfer of securities in favour of a Nominee(s) shall be valid discharge by the depository and the Participant against the legal heir.

- ❖ The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non-individuals including society, trust, body corporate and partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form.

- ❖ On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour of the Nominee(s).

- ❖ Nomination can be made upto three nominees in a demat account. In case of multiple nominees, the Client must specify the percentage of share for each nominee that shall total upto hundred percent. In the event of the beneficiary owner not indicating any percentage of allocation/share for each of the nominees, the default option shall be to settle the claims equally amongst all the nominees.

- ❖ On request of Substitution of existing nominee by the beneficial owner, the earlier nomination shall stand rescinded. Hence, details of nominee as mentioned in the FORM 10 at the time of substitution will be considered. Therefore, please mention the complete details of all the nominees.

- ❖ Copy of any proof of identity must be accompanied by original for verification or duly attested by any entity authorized for attesting the documents, as provided in Annexure D.

- ❖ Savings bank account details shall only be considered if the account is maintained with the same participant.

- ❖ DP ID and client ID shall be provided where demat details is required to be provided.

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