FORM NO. _____

Private Client Broking · Est. 2006

PCJ HOLDINGS

PRIVATE LIMITED

Udaan Aapki, Sahara Hamara

ACCOUNT OPENING KIT

INDIVIDUAL ACCOUNT

RESIDENT · JOINT · NRI · MINOR · SOLE PROPRIETOR

NSE · BSE · MCX · NSDL · AMFI

APPLICANT DETAILS

Client Name _____

Client Code (UCC) _____

DP Client ID (BO ID) _____

CONSTITUTION

- ☐ Individual / Joint
- ☐ NRI
- ☐ Minor
- ☐ Sole Proprietor

For assistance call +91-11-4351 2500 · WhatsApp +91 88007 16262

askus@pcjholdings.in · www.pcjholdings.in

SEBI Registration No. INZ000068536 · NSDL DP IN-DP-279-2016 · DP ID IN303913 · AMFI ARN – 63632 · APMI APRN – 07054

CIN U65999DL2006PTC151841 · PAN AAFCA8433M · GST 07AAFCA8433M1ZD

Registered Office: 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

Prepared under the SEBI Master Circulars for Stock Brokers and for Depositories, and the circulars in force on that date

Account Opening Kit

Index of Documents

Prepared in the form of the index of documents at Annexure-7 to the SEBI Master Circular for Stock Brokers dated 17 June 2025. **Please satisfy yourself that every document listed below has been received by you.** The mandatory documents are also published at www.pcjholdings.in.

MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI, THE EXCHANGES AND THE DEPOSITORY

01 **Account Opening Form — Part I: KYC** — 5
Central KYC Registry (CKYCR) application capturing basic information about the constituent, with instructions and check-list. CERSAI Individual template.

02 **Instructions, Check Lists and Code Lists** — 7
The CERSAI guidelines for completing the Central KYC form, the SEBI instructions and check list for the KYC form including the lists of admissible documents, and the State / U.T and ISO 3166 country codes.

03 **FATCA / CRS Self-Certification** — 8
Tax residency self-certification under Rules 238 to 240 of the Income-tax Rules, 2026.

04 **NRI Supplement — Non-Resident Account Particulars** — 9
Residential status, overseas address, designated (PIS) bank particulars and the FEMA declaration. Complete only where the applicant is a Non-Resident Indian.

05 **Account Opening Form — Part III: Demat Account Related Details** — 12
Additional information relevant to the demat account of the Beneficial Owner, including the BSDA / Regular election, standing instructions and statement preferences.

06 **Account Opening Form — Part II: Trading Account Related Details** — 14
Bank and depository particulars, Trading Preferences (signed segment-wise), financial details, past actions, ECN election and declarations. [SEBI Master Circular Annexure-8]

07 **Nomination Form** — 17
One form covering the trading account, the demat account and mutual fund folios — up to 3 nominees. [SEBI Master Circular for Stock Brokers, Annexure-12; SEBI circular dated 29 May 2026, Annexure-A]

08 **Declaration for Opting-out of Nomination** — 20
To be signed only if you choose not to nominate. [SEBI Master Circular Annexure-13; SEBI circular dated 29 May 2026, Annexure-B]

09 **Client Declaration, Undertaking and Data Protection Consent** — 21
Consolidated client declaration, own-contact-details undertaking, information-sharing consent and the itemised personal data protection consent notice.

10 **Policies and Procedures** — 24
Significant policies and procedures of the stock broker, including the Risk Management Policy summary, the policy on handling of clients' unpaid securities and the inactive account policy.

11 **Tariff Sheet and Schedule of Depository Charges** — 27
Rate and amount of brokerage, statutory levies and all other charges levied on the client for trading and for depository services.

12 **Most Important Terms and Conditions (MITC)** — 30
The standard MITC for non-custodial settled trading accounts, to be separately acknowledged by the client. [SEBI circular dated 13 November 2023; exchange/ISF standard text]

13 **Supporting Declarations** — 41
Declaration by a Sole Proprietor; Declaration by the Guardian of a minor; nomination of a person authorised to transact on incapacitation.

14 **Rights and Obligations of Stock Broker and Client** — 46
Rights and obligations for trading on the exchanges, including additional rights and obligations for internet and wireless technology based trading. [Annexure-9]

15 **Rights and Obligations of Beneficial Owner and Depository Participant** — 49
The common document that replaces the erstwhile BO–DP agreement — 31 clauses, binding on all clients and the DP. [Master Circular for Depositories, Annexure 3]

16 **Uniform Risk Disclosure Document (RDD)** — 51
Risks associated with dealing in the securities market, across all segments and exchanges. [Annexure-10]

17 **Commodity Derivatives Annexure (MCX)** — 53
Rights and Obligations of Members, Authorised Persons and Clients; commodity Risk Disclosure Document; Additional Risk Disclosure for Options on Commodity Futures; commodity Do's and Don'ts.

18 **Guidance Note — Do's and Don'ts for Trading on the Exchange** — 60
Investor education document detailing do's and don'ts for trading on the exchange. [Annexure-11]

19 **Grievance Redressal, SCORES 2.0 and SMART ODR** — 61
Escalation matrix, contact points at the Exchanges, the Depository and SEBI, and the online dispute resolution route with timelines. [Annexure-36]

20 **Payment Instructions and Validated UPI ID** — 62
Designated client bank accounts, the SEBI-validated @valid UPI handle, SEBI Check, and the prohibition on cash and third-party payments.

21 **Policy on Voluntary Freezing / Blocking of the Trading Account** — 63
Modes of requesting a freeze, acknowledgement, processing timelines and the re-enablement process.

22 **Digital Accessibility Statement** — 63
Compliance with the Rights of Persons with Disabilities Act, 2016 and the SEBI digital accessibility circulars, and the Nodal Officer's contact details.

23 **Investor Charter — Depositories and Depository Participants** — 64
Services, rights, DP activity timelines, do's and don'ts and grievance redressal for demat account holders. [SEBI circular dated 29 May 2024]

24 **Investor Charter — Stock Brokers** — 67
Vision, mission, services, rights of investors, service timelines and grievance redressal. [SEBI circular dated 21 February 2025, Annexure-37]

VOLUNTARY DOCUMENTS PROVIDED BY THE STOCK BROKER / DEPOSITORY PARTICIPANT

01 **Depository Value-Added Service Elections** — 13
SPEED-e / IDeAS, e-DIS, e-CAS, e-Voting, TRUST and SMS alert registrations.

02 **Commodity Self Declaration and Open Interest Declaration** — 31
Categorization of the client for each commodity under SEBI circular dated 04 January 2019, and the undertaking on net open positions and position limits under the MCX circulars.

03 **Authorisation for DP Transaction Statement by Email, and Letter of Authority** — 34
Authorisation to receive the depository transaction statement by e-mail or on the website, to debit depository bills to the trading account, and the standing instructions in the Letter of Authority.

04 **Demat Debit and Pledge Instruction (DDPI)** — 35
Authorisation to access the demat account for four specified purposes only. Signed separately against each purpose. [Annexure-14]

05 **Running Account Authorisation** — 36
Authorisation to maintain a running account of funds, with the monthly / quarterly settlement election. Revocable at any time.

06 **Client Defaulter, Name Mismatch and Mobile Number Declarations** — 37
Declaration that you have not been declared a defaulter, the declaration reconciling a difference of name between your PAN and your other documents, and the mobile number declaration and SMS trade-confirmation consent.

07 **Mutual Fund Distribution Annexure** — 39
ARN and EUIN disclosure, the EUIN-blank declaration, the no-rebate undertaking, conflict of interest disclosure and the NSE MFSS / BSE StAR MF platform terms.

A **faded tick** inside a signature box means **your signature there is mandatory**. Boxes without a tick — everything in Part D, the voluntary documents — are yours to sign or leave blank.

HOW THIS KIT IS EXECUTED

The client is required to sign **only this Account Opening Form**. Segment preferences are indicated by your signature and not by a tick-mark. The Running Account Authorisation and the DDPI each require a separate, specific authorisation, and the MITC requires a separate acknowledgement. Any voluntary clause that conflicts with a mandatory document, the Rules, Regulations, Bye-laws or circulars of SEBI or the Exchanges shall stand null and void.

To be completed and retained by the client

Client Acknowledgement of Receipt

Do not sign this page when you sign the kit. Sign and date it only after the copy of the executed kit has actually reached you. We will provide that copy within seven days of the upload of your Unique Client Code to the Exchange, and this acknowledgement is taken only on its delivery.

ACKNOWLEDGEMENT

I / We hereby acknowledge the receipt of a duly executed copy of the **Account Opening Form** , the **Rights and Obligations of Stock Broker and Client** , the **Rights and Obligations of Beneficial Owner and Depository Participant** , the **Uniform Risk Disclosure Document** , the **Guidance Note (Do's and Don'ts)** , the **Policies and Procedures** , the **Most Important Terms and Conditions (MITC)** , the **Tariff Sheet and Schedule of Depository Charges** , the **Investor Charter for Stock Brokers** , the **Investor Charter for Depositories and Depository Participants** and all other documents executed by me / us as part of this Account Opening Kit.

Trading Code (UCC) | **DP Client ID (BO ID)** | **Date of Acknowledgement**

Mode in which this kit was actually received (tick one) ☐ Physical ☐ Electronic

A **faded tick** inside a signature box means **your signature there is mandatory**. Boxes without a tick — everything in Part D, the voluntary documents — are yours to sign or leave blank.

This records what you received. Your standing preference for future documents is the one you elected on the index page of this kit, and you may change it at any time by writing to askus@pcjholdings.in.

Sole / First Holder	Second Holder	Third Holder
Signature ✓	Signature ✓	Signature ✓
Name	Name	Name

In case of joint holding, all joint holders must sign.

FOR OFFICE USE — ISSUE OF THIS ACKNOWLEDGEMENT

Issued by (Name) | **Employee Code** | **Designation** | **Date**

Signature and Seal of the Stock Broker / Depository Participant

SCORES 2.0

Procedure for filing a complaint on SCORES 2.0 — quick and free of cost: **(a)** register on the SCORES portal at https://scores.sebi.gov.in; **(b)** keep the mandatory details ready — name, PAN, address, mobile number and e-mail; **(c)** benefits — effective communication and speedy redressal of the grievance, with a two-level review by the Designated Body and thereafter by SEBI.

MODE OF RECEIVING THE ACCOUNT OPENING KIT AND SUBSEQUENT DOCUMENTS

Master Circular, para 21.12

The account opening kit may be provided to you in electronic form or in physical form, entirely at your preference. Please indicate your choice below. You may change this preference at any time by writing to askus@pcjholdings.in.

☐ Electronic (by e-mail to my registered e-mail address) ☐ Physical (printed kit)

Statutory disclosure

Stock Broker and Depository Participant Particulars

Prescribed by Annexure-7 to the SEBI Master Circular for Stock Brokers dated 17 June 2025.

PCJ HOLDINGS PRIVATE LIMITED

Udaan Aapki, Sahara Hamara · Where high-tech trading meets high-touch guidance.

CIN U65999DL2006PTC151841 **PAN** AAFCA8433M **GST** 07AAFCA8433M1ZD **TAN** DELA18602D

Registered & Correspondence Office: 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

Tel +91-11-4351 2500 to 2504 · Fax +91-11-4707 2626 · www.pcjholdings.in · askus@pcjholdings.in

REGISTRATIONS WITH SEBI, THE STOCK EXCHANGES AND THE DEPOSITORY

Exchange / Depository	Segment	SEBI Registration No.	Member / DP ID	Registration Date
NSE	Capital Market	INZ000068536	13096	29-08-2016
NSE	Equity Derivatives (F&O)	INZ000068536	13096	29-08-2016
NSE	Currency Derivatives	INZ000068536	13096	29-08-2016
NSE	Commodity Derivatives	INZ000068536	13096	—
BSE	Capital Market	INZ000068536	6356	29-08-2016
BSE	Equity Derivatives (F&O)	INZ000068536	6356	29-08-2016
BSE	Currency Derivatives	INZ000068536	6356	29-08-2016
BSE	Commodity Derivatives	INZ000068536	6356	—
MCX	Commodity Derivatives	INZ000068536	57170	23-03-2023
NSDL	Depository Participant	IN-DP-279-2016	IN303913	20-07-2016
AMFI	Mutual Fund Distributor	ARN – 63632	—	See note below

Where the date column shows "—" the segment registration is held under the same SEBI registration number and member ID but no separate activation date was recorded. We are a member of NSE, BSE, MCX and NSDL only; we are not a member of MSEI or NCDEX.

Note on the AMFI registration: our AMFI Registration Number **ARN – 63632** is issued for a fixed period and is renewed on expiry; the current validity is shown on the AMFI register at www.amfiindia.com and on our website. Portfolio Management Services and Alternative Investment Funds are referred under our registration with the **Association of Portfolio Managers in India (APMI)**.

CONTACT AND ESCALATION

Purpose	Contact Person	Telephone	E-mail
Customer Care	Ms. Shweta Goel	011-4351 2501	askus@pcjholdings.in
Head of Customer Care	Mr. Manoj Goel	011-4351 2502	manoj8162@yahoo.com
Depository (demat) queries	Mr. Gopal Panchbhaiya	011-4351 2504	help@pcjholdings.in
Compliance Officer	Mr. Phool Chand Jain	011-4351 2500	pcjain2662@yahoo.com
CEO / Managing Director	Mr. Phool Chand Jain	+91 98101 67938	pcjain@pcjholdings.in

Working hours: **Monday to Friday, 9:00 AM – 5:30 PM (excluding trading/bank holidays)**. Address for all of the above: 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001.

GRIEVANCE ESCALATION

For any grievance or dispute please contact PCJ HOLDINGS PRIVATE LIMITED at the above address, at **grievances@pcjholdings.in** or on **+91-11-4351 2500**. In case you are not satisfied with our response, you may contact the concerned Exchange or the Depository at the addresses set out in the *Grievance Redressal, SCORES 2.0 and SMART ODR* section of this kit, or lodge your complaint with SEBI on SCORES at https://scores.sebi.gov.in or on the SEBI toll-free helpline 1800 22 7575 / 1800 266 7575.

DISCLOSURE — PROPRIETARY TRADING

PCJ HOLDINGS PRIVATE LIMITED hereby informs all its clients that, besides trading on behalf of its clients, it also undertakes **proprietary trading in its own account** on the National Stock Exchange of India Limited, BSE Limited and the Multi Commodity Exchange of India Limited. Any change in this position will be intimated to you.

DISCLOSURE — SERVICES NOT OFFERED

PCJ Holdings Pvt. Ltd. does **not** provide research, investment advisory or stock recommendation services, and is **not** a SEBI-registered Investment Adviser or Research Analyst. We do not offer, and are prohibited by law from offering, any assured, guaranteed, fixed or capital-protected return scheme. Mutual funds, portfolio management services and alternative investment funds are distributed or referred in our capacity as a **distributor** , and never as the investment manager of those products. Mutual funds are distributed under our AMFI Registration Number **ARN – 63632** . Portfolio Management Services and Alternative Investment Funds are referred in our capacity as a distributor registered with the **Association of Portfolio Managers in India (APMI)** ; an ARN does not cover those products. We earn a distribution commission on these products, which is disclosed to you before you invest.

The information given in this form is the sole property of the stock broker and will not be disclosed to anyone unless required by law, or by a statutory or regulatory authority, or except with your express permission.

Account Opening Form · Part I

Central KYC Registry — Individual

Know Your Customer (KYC) Application Form.

Important Instructions

A) Fields marked with '' *are mandatory fields. B) Tick '✓' wherever 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 'OTP based E-KYC' check box is to be checked for accounts opened using OTP based E-KYC in non-face to face mode.

FOR OFFICE USE ONLY (to be filled by the financial institution)

Application Type* ☐ New ☐ Update

KYC Number

(Mandatory for KYC update request)

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* (D D M M Y Y Y Y)

Gender* ☐ M – Male ☐ F – Female ☐ T – Transgender

PAN*

☐ Form 60 furnished

2 PROOF OF IDENTITY AND ADDRESS*

Please refer instruction B at the end

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

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

PHOTO*

Affix recent passport size photograph

Address

Line 1*

Line 2

Line 3 City / Town / Village*

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

II ☐ E-KYC Authentication

III ☐ Offline verification of Aadhaar

IV ☐ Deemed Proof of Address – Document Type code

V ☐ Self Declaration

Address

Line 1*

Line 2

Line 3 City / Town / Village*

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

4 CONTACT DETAILS

All communications will be sent to Mobile number / Email-ID provided · instruction C

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. 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

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

7 ATTESTATION / FOR OFFICE USE ONLY

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

KYC VERIFICATION CARRIED OUT BY

Date

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

INSTITUTION DETAILS

Name

Code

[Institution Stamp]

Central KYC Registry

Instructions / Check list / Guidelines for filling Individual KYC Application Form

These are the section-wise guidelines the Central KYC form refers to as the instructions "at the end". The State / U.T and ISO 3166 country code lists it also refers to are printed at the back of this kit.

A. 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. GUIDELINES ON FILLING 'CURRENT ADDRESS DETAILS' SECTION

1. In case of deemed PoA such as utility bill, etc. or self declaration, 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 online 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 licence 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 documents issued to the digital locker account of the client as per rule 9 of the Information Technology (Preservation and Retention of Information by Intermediaries Providing Digital Locker Facilities) Rules, 2016.
9. 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.
10. REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as per the identity information available in the Central Identities Data Repository

C. 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. 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.

CKYC & KRA — HOW YOUR RECORD IS FETCHED, VALIDATED AND ACTIVATED

CKYC Registry (CERSAI) · KYC Registration Agencies

- Consent for CKYC search and download. Where we search or download your KYC record from the Central KYC Records Registry, we do so only with your consent, validated through a One-Time Password sent to your registered mobile number / e-mail, as required under the CKYC Records Registry framework.
- Aadhaar is always masked. Only the last four digits of your Aadhaar number appear in our records and in the documents we store; never share an unmasked copy of your Aadhaar, and redact the first eight digits on any photocopy you give us.
- Activation only after KRA validation. Your trading and demat account is activated for transactions only after your KYC record is validated by the KYC Registration Agency (KRA) — where the KRA places the record on hold, we will contact you for the deficient detail before activation.

Rules 238 to 240, Income-tax Rules, 2026

FATCA / CRS Self-Certification

Mandatory for every new account. Where any information is inconsistent with the other documentation we hold for you, we are required to seek clarification before the account can be operated.

FATCA & CRS DECLARATION — INDIVIDUAL

PAN | Trading Code | DP Code | Name

Place of Birth | Country of Birth | Nationality | Date of Birth

Annual Income ☐ Below Rs. 1 Lac ☐ Rs. 1 Lac to 5 Lac ☐ Rs. 5 Lac to 10 Lac ☐ Rs. 10 Lac to 25 Lac ☐ More than Rs. 25 Lac

Net Worth Amount Rs. | Net Worth as on

(Net worth should not be older than 1 year)

Occupational Detail ☐ Business ☐ Private Sector ☐ Professional ☐ Government Service ☐ Public Sector ☐ Agriculturist ☐ Housewife ☐ Student ☐ Retired ☐ Forex Dealer ☐ Others (Pl. Specify)

☐ Politically Exposed Person (PEP) ☐ Related to Politically Exposed Person (RPEP)

Are you a tax resident of any country other than India?	First Holder ☐ Yes ☐ No	Second Holder ☐ Yes ☐ No	Third Holder ☐ Yes ☐ No

If yes, please list below the details confirming **ALL** countries of Tax Residency / Permanent Residency / Citizenship and **ALL** Tax Identification Numbers.

Account Holder	Name of Customer	Country/ies of Tax residency	Tax Identification Number (TIN)	Identification Type (TIN or other — please specify)	Address for Tax Residence	Address type
First Holder						
Second Holder						
Third Holder						

If a Taxpayer Identification Number has not been issued by a jurisdiction it need not be reported; however, if that jurisdiction issues a high-integrity number of an equivalent standard (a "functional equivalent" — for example a social security or insurance number, a citizen or personal identification number, or a resident registration number), that number may be reported instead.

Address in the jurisdiction of tax residence (if different from the address in Part I)

DECLARATION AND UNDERTAKING

1. I / We certify that the information provided in this self-certification is true, correct and complete to the best of my / our knowledge and belief.
2. I / We understand that the information provided may be reported to the Indian tax authorities and, through them, to the tax authorities of any jurisdiction in which I / we may be resident for tax purposes, pursuant to the inter-governmental agreement between India and the United States of America for the implementation of FATCA, the Multilateral Competent Authority Agreement for the Common Reporting Standard, Section 508(1)(k) of the Income-tax Act, 2025 and Rules 238 to 240 of the Income-tax Rules, 2026 (which correspond to Rules 114F to 114H of the Income-tax Rules, 1962).
3. **I / We undertake to notify PCJ Holdings Pvt. Ltd. in writing within 30 days of any change in circumstances that affects the tax residency status set out above, or that causes any information in this self-certification to become incorrect or incomplete,** and to provide a suitably updated self-certification within 90 days of that change.
4. I / We understand that if I / we fail to provide the information or documentation required, or fail to notify a change in circumstances, PCJ Holdings Pvt. Ltd. may be required to report the account to the tax authorities and may be obliged to restrict or close the account in accordance with applicable law.
5. I / We agree that PCJ Holdings Pvt. Ltd. may rely on this self-certification unless it knows or has reason to know that it is incorrect or unreliable.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

Where this self-certification is signed by a person holding a power of attorney or acting under a board resolution, a certified copy of that authority must be enclosed.

FATCA / CRS — VALIDITY, CLASSIFICATION AND KRA UPLOAD

SEBI circular dated 11 November 2026 · Income-tax Rules, 2026

- Keep this certification current. If a change in circumstances affects your tax residency or any detail certified above, inform us within 30 days and submit a fresh self-certification; a certification that is not current is treated as invalid for reporting purposes.
- KRA upload. The self-certification you give us is uploaded by us to the KYC Registration Agency (KRA) systems; the responsibility for obtaining and reporting it lies solely with us as your intermediary.

FOR OFFICE USE — AEOI CLASSIFICATION

☐ New account ☐ Pre-existing account ☐ Self-certification obtained — valid ☐ Reminder issued on _____

Conditional — complete this page only if the applicant is a Non-Resident Indian

NRI Supplement — Non-Resident Account Particulars

To be completed only where the sole / first holder is a Non-Resident Indian (NRI), a Person of Indian Origin (PIO) or an Overseas Citizen of India (OCI) cardholder. A resident applicant leaves this page blank. The particulars below supplement — they do not replace — the KYC forms in Part I.

A. RESIDENTIAL STATUS AND TYPE OF NRI ACCOUNT

tick one status and one account basis

Status ☐ Non-Resident Indian (NRI) ☐ Person of Indian Origin (PIO) ☐ Overseas Citizen of India (OCI) cardholder

Basis ☐ **Repatriable** — investments through an NRE account under the Portfolio Investment Scheme (PIS)

☐ **Non-Repatriable** — investments through an NRO account

Passport No.	Place of Issue	Valid Till (DDMMYYYY)	Visa / OCI / PIO Card No.

Country of Residence	Tax Residency (if different)	RBI Approval Reference (if any)	Date (DDMMYYYY)

B. OVERSEAS ADDRESS

mandatory for a non-resident applicant

Address Line 1

Address Line 2

City	State / Province	Country	ZIP / Postal Code

Overseas Telephone (with country code)

Preferred correspondence address

Send correspondence to ☐ Indian address (as in the KYC form) ☐ Overseas address (above)

C. DESIGNATED BANK FOR NRI INVESTMENTS (PIS / NRO)

the designated AD-category bank — this may differ from the settlement bank in Part II/III

Bank Name	
Branch Address	
Account Type	☐ NRE — PIS ☐ NRE ☐ NRO ☐ Others (specify)
Account No.	IFSC
PIS Permission No. (if NRE-PIS)	Permission Date (DDMMYYYY)

Under the **Portfolio Investment Scheme**, secondary-market purchases and sales on a **repatriable** basis are routed through the single designated NRE (PIS) account with the designated bank named above. Investments on a **non-repatriable** basis are made through the NRO account. Contract notes and holdings are reported to the designated bank where the Scheme so requires.

D. DECLARATION UNDER THE FOREIGN EXCHANGE MANAGEMENT ACT, 1999

I / We hereby declare that I / we am / are Non-Resident Indian(s) / Person(s) of Indian Origin / OCI cardholder(s), and that the funds for investments made through this account are from legitimate sources and are held in, and routed through, my / our NRE / NRO account(s) in accordance with the Foreign Exchange Management Act, 1999 and the rules, regulations and directions issued under it, including the Portfolio Investment Scheme where applicable. I / We undertake to inform PCJ Holdings Pvt. Ltd. in writing, within the time prescribed, of any change in my / our residential status, designated bank account or PIS permission, and I / we accept that trading in segments or products not permitted to non-residents shall not be enabled on this account. I / We confirm that the above particulars are true and correct.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Name and signature of holder(s) — NRI declaration. Leave blank if resident.

Place	Date (DDMMYYYY)	RM / Branch (office use)

CHECK-LIST

Enclosures for an NRI account — self-attested copies of: passport (photo, address and validity pages); visa / OCI / PIO card; overseas address proof; PIS permission letter (repatriable basis); a cancelled cheque of the NRE / NRO account; and PAN. Documents attested as required under the SEBI Master Circular where signed from abroad.

DIGITAL ONBOARDING FOR NRIs / OCIs / FOREIGN NATIONALS

SEBI circular dated 04 November 2026

- You can complete your KYC fully online from abroad if you are located in a FATF-compliant country — physical presence in India is not required. Clients located in FATF non-compliant countries continue under the standard process on the preceding pages.
- Video verification (VIPV). Where physical verification is not feasible, we conduct a recorded video interaction with your consent: it must be live and uninterrupted, geo-tagged with GPS co-ordinates and date / time, include a random action and a liveness check, and must not be routed through a VPN, proxy or spoofed IP; your IP location must match the country stated in this form.
- Signatures and documents. The KYC form may be signed physically or electronically under the Information Technology Act, 2000; for a digital form, a wet specimen signature given during the VIPV is matched on record. Submit your passport (and OCI card where applicable) and one officially valid document with your overseas address; a document not in English must be translated and attested. Where originals are not produced, copies certified by a Notary Public, an overseas branch official of an Indian scheduled commercial bank, a Court Magistrate / Judge, or an Indian Embassy / Consulate are accepted.
- KRA reporting. Your KYC information is uploaded to the KYC Registration Agency within three working days of completion of KYC, and your PAN, name and other details are validated by the KRA.

KNOW YOUR CLIENT (KYC) APPLICATION FORM (For Individuals)

PCJ Holdings (P) Ltd. (CIN NO.: U65999DL2006PTC151841)
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi-110001

Please fill this form in ENGLISH and in BLOCK LETTERS.

PHOTOGRAPH

Please affix your recent passport size photograph and sign across it
35 mm x 45 mm

A. IDENTITY DETAILS

Name of the Applicant:	
Father's / Spouse Name:	

Gender	☐ Male ☐ Female **Marital Status** ☐ Single ☐ Married **Date of Birth**
Nationality	☐ Indian ☐ Others **Status** ☐ Resident Individual ☐ Non Resident ☐ Foreign National
PAN	Aadhaar Number
Specify the proof of Identity submitted :	☐ PAN Card ☐ Any other (please specify)

B. ADDRESS DETAILS

Residence Address :	
City / Town / Village:	**Pin Code**
State	**Country**
Specify the proof of address submitted for residence address :	
Contact Details:	**Tel. (off)** **Tel. (Res.)** **Mobile No.** **Fax No.** **E-mail Id**
Permanent Address (if different from above or overseas address, mandatory for Non-Resident Applicant)	
City / Town / Village:	**Pin Code**
State	**Country**
Specify the proof of address submitted for permanent address:	

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.

Signature of the Applicant **Date**

IPV Done ☐ on D D M M Y Y Y Y

Name of Intermediary : **PCJ Holdings (P) Ltd..**
Staff Name :
Staff / Authorised Person :
Designation :
Name of Organisation : **PCJ Holdings (P) Ltd..**
Signature :
Date :

FOR OFFICE USE ONLY

☐ Original verified and Self-Attested Document copies received

(Seal / Stamp of intermediary)

Staff Name :
Designation :
Name of Organisation : **PCJ Holdings (P) Ltd..**
Signature :
Date :

Annexure to the KYC form

Instructions / Check List for Filling KYC Form

Read this before you complete the Central KYC Registry form and the account opening form. The lists of admissible documents below are the ones prescribed by SEBI; we cannot accept a document that is not on them.

A. IMPORTANT POINTS

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

B. PROOF OF IDENTITY (POI)

List of documents admissible as Proof of Identity

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

C. PROOF OF ADDRESS (POA)

List of documents admissible as Proof of Address

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

1. Passport/ Voters Identity Card/ Ration Card/ 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 should be taken.
8. The proof of address in the name of the spouse may be accepted.

D. EXEMPTIONS / CLARIFICATIONS TO PAN

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

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

E. LIST OF PEOPLE AUTHORISED TO ATTEST THE DOCUMENTS

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

F. ADDITIONAL DOCUMENTS FOR NON-INDIVIDUALS

over and above the POI and POA

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

Types of entity	Documentary requirements
Corporate	· Copy of the balance sheets for the last 2 financial years (to be submitted every year). · 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. · Authorised signatories list with specimen signatures.
Banks / Institutional Investors	· Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. · Authorised signatories list with specimen signatures.
Foreign Institutional Investors (FII)	· Copy of SEBI registration certificate. · Authorised signatories list with specimen signatures.
Army / Government Bodies	· Self-certification on letterhead. · Authorised 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.

Account Opening Form · Part III

Demat Account Opening Form

PCJ HOLDINGS PRIVATE LIMITED · IN-DP-279-2016 · DP ID IN303913 · Depository: NSDL

TYPE OF ACCOUNT

☐ Ordinary Resident ☐ NRI Repatriable ☐ NRI-Non Repatriable ☐ Promoter ☐ Margin ☐ Qualified Foreign Investor ☐ Foreign National
☐ Minor (through guardian) ☐ Sole Proprietor ☐ Others (Please specify)

In case of NRI's / Foreign Nationals — RBI Approval Reference No. | **RBI Approval Date** | **Others (please specify)**

BANK DETAILS

Bank Account Type	☐ Savings Account ☐ Current Account ☐ Others (Please specify)
Bank Account No.	
Bank Name	
Branch Address	
City / Town / Village	**Pin Code**
State	**Country**
MICR Code	**IFSC**

STANDING INSTRUCTIONS

I/We authorise you to receive credits automatically into my/our account	☐ Yes ☐ No
Demat Debit and Pledge Instruction (DDPI)	☐ Yes ☐ No
SMS Alert Facility [Mandatory if you are giving Power of Attorney (PoA). Ensure that the mobile number is provided in the KYC application form]	**Sole / First Holder** ☐ Yes ☐ No **Second Holder** ☐ Yes ☐ No **Third Holder** ☐ Yes ☐ No
Do you wish to receive a Delivery Instruction Slip (DIS) booklet	☐ Yes ☐ No
Do you wish to receive the Annual Report	☐ Physical ☐ Electronic ☐ Both Physical and Electronic
Account Statement Requirement	☐ As per SEBI Regulation ☐ Daily ☐ Weekly ☐ Fortnightly ☐ Monthly

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**

MODE OF COMMUNICATION AND MODE OF OPERATIONS FOR JOINT ACCOUNTS

For Joint accounts, communication to be sent to	☐ First Holder ☐ All joint account holders
Mode of Operation for Joint Account	☐ Any one of the holder or survivor(s) ☐ Jointly by all holders ☐ Sole holder

If mode of Operation for joint account is chosen as **anyone of the holder or survivor(s)**, only specified operations such as transfer of securities including Inter Depository Transfer, pledge / hypothecation / margin pledge / margin re-pledge (creation, closure and invocation and confirmation thereof as applicable) of securities and freeze / unfreeze of account and / or securities and / or specific number of securities will be permitted.

Note: Other than above transactions/conditions, all the other request should be duly signed by all the holders.
In case of additional signatures, separate annexures should be attached to the application form.

BASIC SERVICES DEMAT ACCOUNT (BSDA) ELECTION

SEBI circular dated 24 December 2025, effective 31 March 2026

A **Basic Services Demat Account (BSDA)** is the default demat account for an eligible investor. You are eligible for a BSDA if you hold **only one** demat account as sole or first holder across all depositories, that is your **only BSDA** , and the value of holdings in it does not exceed **₹10 lakh** (debt and non-debt combined; Zero Coupon Zero Principal bonds, suspended securities and delisted securities are excluded from this threshold, and illiquid securities are valued at the last closing price). Eligibility is re-assessed **quarterly**.

Value of holdings	BSDA annual maintenance charge	Statements
Up to ₹4,00,000	NIL	Electronic statements free; a physical statement is charged at **not more than ₹25**
Above ₹4,00,000 and up to ₹10,00,000	**₹100 per annum** + GST	Electronic statements free; a physical statement is charged at **not more than ₹25**
Above ₹10,00,000	The account ceases to qualify as a BSDA and the regular account annual maintenance charge applies	As per the Schedule of Depository Charges

☐ I elect to hold a **BSDA** (I confirm that I meet the eligibility conditions above)

☐ I am eligible for a BSDA but I give my **active, informed consent** to open / continue a **Regular** demat account, and I understand that regular annual maintenance charges will apply

This consent is required by SEBI to be obtained actively through a verifiable channel. Where you elect a Regular account, we will separately confirm this consent to you through your registered e-mail address or mobile number.

STATEMENTS, ALERTS AND ELECTRONIC COMMUNICATIONS

Frequency of the Statement of Transactions ☐ Daily (on days there is a transaction) ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ As prescribed by the Depository

Mode of receiving statements ☐ Electronic (by e-mail, under the DP's digital signature) ☐ Physical

If the balance in your account becomes **Nil** during a year, we will send you one statement of holding for that year by e-mail. If you hold a credit balance but there are no transactions during a half-year, we will send you a statement of holding **half-yearly** by e-mail. A **Consolidated Account Statement (CAS)** is despatched by the Depository within **10 days** of the end of the month in which a transaction takes place.

DEPOSITORY VALUE-ADDED SERVICES

optional elections

Facility	What it does	Elect
SPEED-e / IDeAS	Submit delivery instructions and view holdings and transactions online on the NSDL platform.	☐
e-DIS / Demat Gateway	Authorise pay-in of sold securities online with an OTP, as an alternative to a DDPI or a physical DIS.	☐
e-CAS	Receive the Consolidated Account Statement by e-mail instead of in physical form.	☐
e-Voting	Vote electronically on resolutions of companies whose securities you hold.	☐
TRUST / SMS alerts	Transaction alerts by SMS on every debit to your demat account.	☐

DECLARATION

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.

Sole / First Holder / Guardian (if sole holder is a minor)	Second Holder	Third Holder
Signature ✓	Signature ✓	Signature ✓
Name	Name	Name

Place _____ **Date** _____

NOTES :

1. All communication shall be sent at the address of the Sole/First holder only.
2. 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.
3. Instructions related to nomination, are as below:
4. Strike off whichever is not applicable.
5. No charges are payable for the opening of a demat account, and none for closing it. Not less than thirty days' written notice will be given before any increase in the Schedule of Charges.
   - **i.** 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, 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.
   - **ii.** 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.
   - **iii.** The Nominee 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.
   - **iv.** 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.
   - **v.** Transfer of securities in favour of a Nominee shall be valid discharge by the depository and the Participant against the legal heir.
   - **vi.** 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, 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.
   - **vii.** 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.

   Instructions related to nomination are set out on the Nomination Form in this kit. 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, 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, and in that event the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner. The Nominee 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.

FOR OFFICE USE — DEPOSITORY PARTICIPANT

DP Internal Reference No.	BO ID allotted	Date of activation	Verified by (name & code)

Account Opening Form · Part II

Additional Information Related to Trading Account

SEBI Master Circular for Stock Brokers dated 17 June 2025, Annexure-8.

A. BANK ACCOUNT(S) DETAILS

Bank Name	Branch Address	Bank Account No.	Account Type Saving · Current · Others In case of NRI: NRE · NRO	MICR Number	IFSC Code

B. DEPOSITORY ACCOUNT(S) DETAILS

Depository Participant Name	Depository Name (NSDL/CDSL)	Beneficiary Name	DP ID	Beneficiary ID (BO ID)
PCJ Holdings Pvt. Ltd.	NSDL		IN303913	
	☐ NSDL ☐ CDSL			

C. TRADING PREFERENCES BY CLIENTS

**Please sign in the relevant boxes where you wish to trade*

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

ALL SEGMENTS	NSE, BSE & MCX				
All Segments	Cash / Mutual Fund	Equity Derivatives (F&O)	Currency Derivatives	Debt	Commodity Derivatives
Sign here	Sign here	Sign here	Sign here	Sign here	Sign here

You will be registered on every Exchange of which PCJ Holdings Pvt. Ltd. is a member that is active for the segments you sign for. PCJ Holdings Pvt. Ltd. is a member of NSE, BSE and MCX only; it is not a member of MSEI or NCDEX. Signing the "All Segments" box registers you for every segment listed to its right. Records of any opt-out are preserved for five years.
If you do not wish to trade in any of the segments / Mutual Fund, please mention here ____.

If you wish to opt out of registration on any particular Exchange, name that Exchange and the segment here (written negative consent)

Signature against the opt-out

D. OTHER DETAILS

For Individuals

Annexure-8 carries two "Other Details" sections — D for individuals and E for non-individuals. This kit prints only the one that applies to you, so the section letters skip E.

Income Details (please specify)	**Gross Annual Income Range per annum** ☐ Below ₹1 Lac ☐ ₹1-5 Lac ☐ ₹5-10 Lac ☐ ₹10-25 Lac ☐ More than ₹25 Lac **Net-worth Amount (₹)** _____ **As on (date)** DD MM YYYY (Net worth should not be older than 1 year)
Occupation (please tick any one and give brief details)	☐ Private Sector ☐ Public Sector ☐ Government Service ☐ Business ☐ Professional ☐ Agriculturist ☐ Retired ☐ Housewife ☐ Student ☐ Others
Please tick, if applicable	☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)
Any other information	

F. 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, give details (attach annexure if required)

G. DEALINGS THROUGH AUTHORISED PERSONS AND OTHER STOCK BROKERS

If client is dealing through an Authorised Person, provide the following details:

Authorised Person's Name	Exchange Registration No. of the Authorised Person	Exchange

Registered office address	Phone	Fax	Website

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

Name of stock broker	Name of Authorised Person (if any)	Client Code	Exchange

Details of disputes/dues pending from/to such stock broker / Authorised Person

H. ADDITIONAL DETAILS

Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify)	☐ Physical Contract Note ☐ Electronic Contract Note (ECN)
Specify your Email id, if applicable	
Whether you wish to avail of the facility of internet trading/ wireless technology (please specify)	☐ Browser Based ☐ EXE Based ☐ Wireless Trading ☐ Not required
Number of years of Investment/Trading Experience	
Preferred language of communication	

Any other information

I. INTRODUCER DETAILS *optional*

Name of the Introducer	
Status of the Introducer	☐ Remisier ☐ Authorized Person ☐ Existing Client ☐ Others (please specify)
Address of the Introducer	
Phone No. of Introducer	
Signature of the Introducer	

J. NOMINATION DETAILS *for individuals only*

Choice of nomination	☐ I / We wish to nominate ☐ I / We do not wish to nominate

Where you elect to nominate, the particulars of your nominee(s) are to be given on the Nomination Form printed later in this kit, which follows Annexure-12 to the SEBI Master Circular for Stock Brokers and Annexure-A to the SEBI circular dated 29 May 2026. You may nominate up to 3 persons. Where you elect not to nominate, the declaration to opt out of nomination must be signed instead. Nomination can be made only by individuals holding a beneficiary owner account on their own behalf, singly or jointly; non-individuals including a society, trust, body corporate, partnership firm, Karta of a Hindu Undivided Family or holder of a power of attorney cannot nominate.

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 'Right 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.
4. I/We confirm having received and read the 'Most Important Terms and Conditions (MITC)' and acknowledge the same separately at the MITC page of this kit.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

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

Place _____ **Date** _____

FAMILY DECLARATION FOR SAME MOBILE NUMBER / EMAIL ID

Please refer to the Trading / DP accounts opened with you, for the purpose of dealing in NSE/BSE/MCX/NSDL. We all belong to same family.

MOBILE NUMBER **COMMON EMAIL ID**

I hereby declare that the Mobile Number or Email ID or Both as per KYC belongs to ☐ Self ☐ Family*

Code/Client ID	Name	Relationship	Signature of Family Member's

* in case of family all details need to filling. Sharing is permitted only within the family set SEBI allows — self, spouse, dependent children and dependent parents.

Annexure-A · SEBI/HO/OIAE/OIAE_IAD-3/P/CIR/2026/12676 dated 29 May 2026

Nomination Form for Demat Accounts and Mutual Fund (MF) Folios

One form covering your **trading account, demat account and mutual fund folios. You may nominate up to 3 persons.** For a single-holder demat account nomination is mandatory unless the opt-out declaration on the following page is submitted; for a jointly held demat account, and for the trading account, nomination is voluntary.

TO — TRADING MEMBER / DEPOSITORY PARTICIPANT / AMC

PCJ HOLDINGS PRIVATE LIMITED

803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

SEBI Regn. INZ000068536 · NSDL DP IN-DP-279-2016 · DP ID IN303913

Date

DP ID IN303913

UCC

Client ID (BO ID)

I / We wish to make nomination as per the details given below, in respect of the person(s) who shall receive all the assets held in my / our account / folio in the event of my / our demise. **(You can nominate upto 3 persons.)** The signature of all joint holders is required for providing or changing a nomination, regardless of the mode of operation. You may provide, change or cancel a nomination any number of times without restriction, and you are entitled to an acknowledgement from us for each instance.

1. MANDATORY DETAILS

name and relationship are mandatory — date of birth only where the nominee is a minor

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

2. HOW NOMINATION IS TO BE PRINTED IN YOUR STATEMENT OF HOLDING

tick one box only

I / We want the details of my / our nominee(s) to be printed in the statement of holding provided to me / us by the AMC / DP as follows; (please tick, as appropriate)

- ☐ **Name of nominee(s)** — print the name of each nominee
- ☐ **Nomination: Yes / No** — print only whether a nomination has been given (not the name of the nominee)

3. OPTIONAL DETAILS OF NOMINATION

you may fill all, some or none of the optional fields — online and offline alike

	1st Nominee	2nd Nominee	3rd Nominee
% Share of nominee ** equal share if % is not specified			
Mobile number of nominee ***			
E-mail ID of nominee ***			
Personal identifier *** specify document & number — PAN / Aadhaar (last 4 digits) / Driving Licence / Passport			
Guardian of a minor nominee *** name, address & relationship of the Guardian with the nominee			

* Name of the nominee and the relationship with the applicant are mandatory; the Date of Birth is mandatory where the nominee is a minor.

** If the % share is not specified, the assets shall be divided equally amongst all the nominees; any odd lot remaining after such division shall be transferred to the first nominee mentioned in this form.

*** These details may optionally be provided for the Guardian, where the nominee is a minor. A copy of the identifier document is not required.

WHO CAN NOMINATE · WHO CAN BE A NOMINEE

summary of the depository instructions — see the demat form instructions in this kit

- **Only individuals** holding a beneficiary owner account singly or jointly can nominate. Non-individuals — including a society, trust, body corporate, partnership firm, Karta of an HUF or a holder of a power of attorney — cannot nominate.
- **A minor can be nominated;** in that case the Date of Birth of the nominee is mandatory, and the Guardian details may be given in section 3.
- **The nominee shall not be** a trust (other than as permitted), society, body corporate, partnership firm, Karta of an HUF or a holder of a power of attorney. A non-resident Indian can be a nominee, subject to the exchange controls in force from time to time.

4. DECLARATION AND SIGNATURE OF HOLDER(S)

signatures of all joint holders are required, regardless of the mode of operation

This nomination shall supersede any prior nomination made by me / us, if any. I / We confirm that the particulars given above are complete and correct.

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

* Signature of two witness(es), along with name and address, are required if the account holder affixes a thumb impression instead of a wet signature.

	Witness 1	Witness 2
Name		
Address		
Signature		

Where the nomination is submitted online, it must be validated through a Digital Signature Certificate, an Aadhaar-based e-Sign or any other e-Sign facility recognised under the Information Technology Act, 2000, or through two-factor authentication in which one of the factors is a One-Time Password sent to your registered mobile number and e-mail address. Where it is submitted physically, the wet signature of the holder(s) is required and no witness is needed — but if a thumb impression is affixed instead of a wet signature, it must be witnessed by two persons, whose names and addresses are recorded above.

HOW TO SUBMIT

either mode has the same effect

- **Physically** — hand this form in at our office or send it to the registered office address above. The wet signature of every holder is required; no witness is needed unless a thumb impression is affixed.
- **Online** — where we offer online nomination, the form must be validated through a Digital Signature Certificate, an Aadhaar-based e-Sign or any other recognised e-Sign, or through two-factor authentication in which one factor is an OTP sent to your registered mobile number and e-mail address.

tear off and retain

ACKNOWLEDGEMENT OF NOMINATION — FOR THE CLIENT TO RETAIN

Received from (name of holder)

Date received

a **nomination form / change of nomination / cancellation of nomination** in respect of the account identified below.

UCC

Client ID (BO ID)

Nomination registration no.

Received by (name and employee code)

Signature and stamp of PCJ Holdings Pvt. Ltd.

RIGHTS, ENTITLEMENT AND OBLIGATION OF THE INVESTOR AND NOMINEE

SEBI circular dated 29 May 2026

- **Nomination is mandatory** for a new single-holder demat account or mutual fund folio, unless the Declaration for Opting-out of Nomination (Annexure-B, on the next page) is submitted. For jointly held demat accounts and folios, nomination is **optional.**
- **The consent of all joint holders is required** to provide or change a nomination, regardless of the mode of operation of the account.
- **You can nominate up to 3 persons,** and you can make or change the nomination any number of times, without any restriction and without charge.
- **You are entitled to an acknowledgement** from the AMC / DP for each instance of providing or changing a nomination — use the acknowledgement slip on the previous page.
- **Upon the demise of the investor,** the nominees shall have the option either to continue as joint holders in the same account / folio with the other nominees, or for each nominee to open a separate single account / folio for his or her respective holding.
- **If the % share is not specified,** the assets shall be divided equally amongst all the nominees, and any odd lot remaining after division shall be transferred to the first nominee mentioned in the form.
- **Your statement of holding** will print either the name(s) of your nominee(s) or only "Nomination: Yes / No", exactly as you elect in section 2 of the form.
- **If you do not nominate** (including where you opt out), we are required to send you reminders about nomination by e-mail and SMS twice a year, and to display a message on the benefits of nomination on our web / mobile platforms at the first login of the day, until a nomination is made.
- **Transmission to the nominee(s)** is effected on receipt of proof of the demise of the holder(s) and completion / updation of the KYC of the nominee(s), in accordance with the transmission norms in force from time to time. The nominee holds the assets as trustee on behalf of, and shall extend all co-operation to, the legal heir(s) of the deceased investor.

NOMINATION AND YOUR TRADING ACCOUNT

SEBI Master Circular for Stock Brokers, Annexure-12

- **The same election covers your trading account.** The trading-account nomination follows Annexure-12 to the SEBI Master Circular for Stock Brokers dated 17 June 2025, which likewise provides for nomination, and this form serves both; the Section J election in Annexure-8 of this kit records your choice of nomination for the trading account.
- **Funds and securities lying with the Trading Member** are transmitted to the nominee(s) or legal heir(s) in accordance with the norms of the Stock Exchanges; assets held in your demat account are transmitted by the Depository Participant as set out above.

FOR OFFICE USE ONLY — NOMINATION PROCESSING

not to be completed by the client

Nomination registration no.	Date of registration	Verified by (name & signature)

Entered in the depository / back-office system by	Acknowledgement issued to the client on

DO NOT WISH TO NOMINATE?

Complete and sign the Declaration for Opting-out of Nomination on the next page instead of this form. Do not complete both.

Master Circular Annexure-13 · SEBI circular 29 May 2026 Annexure-B

Declaration for Opting-out of Nomination

Complete and sign this page **only** if you do not wish to nominate. Do not complete both this page and the nomination form. **Both declarations below must be signed** — the first covers your demat account and mutual fund folios, the second covers your trading account.

To — Trading Member / Depository Participant

PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

Date | **UCC / DP ID** | **Client ID (BO ID)**

Sole / First Holder Name | **Second Holder Name** | **Third Holder Name**

A. DEMAT ACCOUNT AND MUTUAL FUND FOLIOS

SEBI circular dated 29 May 2026, Annexure-B

I hereby confirm that I do not wish to appoint any nominee(s) to my demat account / mutual fund folio at this point of time.
I understand that —

(i) the nomination helps to quickly identify the person for transfer of securities and helps in faster and smoother transmission of my securities to my legal heir(s) after my demise.

(ii) in the absence of a nomination, my legal heir(s) may require the submission of certain additional legal or court-issued documents which may delay the process of transmission of securities to my legal heir(s).

(iii) if no claim is made on the account / folio for a prolonged period after my demise, the holdings may be treated as unclaimed assets and they may be transferred to Investor Education and protection Fund Authority (IEPF) in accordance with the applicable regulatory framework.

I confirm that I have understood the above implications and that my decision to opt out of nomination is voluntary.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Name and signature of holder(s) — declaration A.

B. TRADING ACCOUNT

SEBI Master Circular for Stock Brokers, Annexure-13

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

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Name and signature of holder(s) — declaration B.

Where an account holder affixes a thumb impression instead of a wet signature, the thumb impression must be witnessed by two persons,* whose names and addresses are recorded below.

	Witness 1	Witness 2
Name		
Address		
Signature		

WHAT HAPPENS NEXT

Where you have not provided a nomination for your **demat account**, we are required to send you **bi-annual** reminders by e-mail and SMS, and to display a pop-up on the benefits of nomination on the web and mobile application on the first log-in of each day. Where the *choice of nomination* for your **trading account** has not been captured, we are required to send you a communication **fortnightly** by e-mail and SMS. These reminders stop as soon as you provide a nomination.

To be signed by every holder

Client Declaration, Undertaking and Data Protection Consent

1. GENERAL DECLARATION

1. The information given in this Account Opening Kit and the documents furnished with it are **true, correct and complete** , and I / we undertake to inform PCJ Holdings Pvt. Ltd. in writing of any change **immediately, and in any event within seven days** , as required by clause 8 of the Rights and Obligations of Stock Broker and Client and clause 4 of the Rights and Obligations of Beneficial Owner and Depository Participant.
2. I / We are **not** debarred, suspended or declared a defaulter by SEBI, any Stock Exchange, any Depository or any other regulatory or statutory authority, and no proceedings are pending against me / us other than as disclosed in Part II of this form.
3. The **funds and securities** used by me / us for transactions through PCJ Holdings Pvt. Ltd. are from legitimate sources and are my / our own, and I / we am / are not acting on behalf of any other person other than as disclosed. I / We will not use the account for any purpose that contravenes the Prevention of Money-laundering Act, 2002.
4. I / We understand that PCJ Holdings Pvt. Ltd. is **not permitted to accept cash** from me / us in any circumstance, and that all payments must be made from a bank account registered in my / our own name.
5. I / We understand that any assured, guaranteed, fixed-return or capital-protected scheme, or any scheme of a similar nature, is **prohibited by law** , and that I / we will have no protection or recourse from SEBI or the Stock Exchanges for participation in any such scheme.
6. I / We will **not share** my / our internet or mobile trading login credentials, password or OTP with any person, including employees, dealers or authorised persons of PCJ Holdings Pvt. Ltd., and I / we understand that PCJ Holdings Pvt. Ltd. will never ask for them.

2. UNDERTAKING ON CONTACT DETAILS

The mobile number and e-mail address recorded in this kit **belong to me / us** and are under my / our exclusive control, save where I / we have signed the Family Declaration for Same Mobile Number / E-mail ID in this kit, in which case they are shared only with the persons named in that declaration and only within the set SEBI permits. I / We have not permitted any employee, remisier or Authorised Person of PCJ Holdings Pvt. Ltd. to record their own contact details on my / our behalf. I / We undertake to keep these details current and to notify any change immediately.

3. CONSENT TO SHARE INFORMATION

I / We authorise PCJ Holdings Pvt. Ltd. to share, verify and receive my / our information, including my / our KYC records, PAN, Aadhaar-based identity data (with the Aadhaar number masked), bank account particulars, demat particulars, contact details and transaction data, with and from: the **KYC Registration Agencies** and the **Central KYC Records Registry (CERSAI)** ; the **Depositories** and their participants; the **Stock Exchanges** and the **Clearing Corporations** ; **SEBI** and any other statutory or regulatory authority; my / our **banks** for the purpose of penny-drop and mandate verification; the **Income Tax Department** and the **Central Board of Direct Taxes** for PAN validation and FATCA / CRS reporting; **credit information companies** where a credit facility is availed; and PCJ Holdings Pvt. Ltd.'s auditors, professional advisers and technology service providers who are bound by equivalent confidentiality obligations. I / We understand that this sharing is necessary for compliance with law and for the provision of the services I / we have requested.

4. PERSONAL DATA PROTECTION — CONSENT NOTICE

This notice is given in the format contemplated by the **Digital Personal Data Protection Act, 2023** and the Digital Personal Data Protection Rules, 2025. It is provided to you now so that your consent is on record ahead of the phased commencement of those provisions.

	Details
Data Fiduciary	PCJ HOLDINGS PRIVATE LIMITED, 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Categories of personal data	Identity data (name, date of birth, PAN, masked Aadhaar, photograph, signature); contact data (address, mobile, e-mail); financial data (bank particulars, income, net worth, holdings, transactions and ledger balances); tax residency data; nomination data; records of your instructions, calls and communications with us.
Purposes of processing	Opening, operating and closing your trading and demat accounts; executing and settling your trades; risk management and margin collection; distribution of mutual funds where you elect that service; statutory and regulatory reporting; prevention and detection of fraud, market abuse and money laundering; grievance redressal and dispute resolution; and servicing communications relating to your account.
Legal basis	Your consent; and, for the substantial part, the performance of a legal obligation imposed on us by the Securities and Exchange Board of India Act, 1992, the Depositories Act, 1996, the Prevention of Money-laundering Act, 2002, the Income-tax Act, 2025 and the rules, regulations and circulars made under them.
Recipients	The recipients listed in the *Consent to Share Information* clause above. We do **not** sell your personal data, and we do not share it with group companies for cross-marketing.
Retention	Records are retained for the periods prescribed by SEBI, the Exchanges and the Depository — generally **five years** from the date of the transaction or of the closure of the account, and **eight years** for records relating to a matter under investigation or in dispute, or for such longer period as any authority may direct.
Your rights	To obtain a summary of the personal data we process and the recipients with whom it is shared; to seek correction, completion, updating or erasure (subject to our statutory retention obligations); to nominate another individual to exercise your rights in the event of your death or incapacity; and to withdraw your consent at any time, on the understanding that withdrawal does not affect processing carried out before withdrawal and that we may be unable to continue providing the service.
Grievance Officer	Mr. Phool Chand Jain · grievances@pcjholdings.in · +91-11-4351 2500. If your grievance is not resolved, you may complain to the Data Protection Board of India.
Language	This notice is available in English, and on request in any language specified in the Eighth Schedule to the Constitution of India.

☐ I / We have read and understood the notice above and **consent** to the processing of my / our personal data for the purposes stated.

☐ I / We additionally consent to receiving **service and product information** from PCJ Holdings Pvt. Ltd. by e-mail, SMS and WhatsApp. *(Optional — refusing this does not affect your account in any way.)*

5. ACKNOWLEDGEMENT OF DOCUMENTS RECEIVED

Please tick each document you have received. A copy of the fully executed kit will be provided to you within **seven days** of the upload of your Unique Client Code to the Exchange.

☐	Account Opening Form (Parts I, II and III)	☐	Most Important Terms and Conditions (MITC)
☐	Rights and Obligations — Stock Broker and Client	☐	Policies and Procedures
☐	Rights and Obligations — Beneficial Owner and DP	☐	Tariff Sheet
☐	Uniform Risk Disclosure Document	☐	Schedule of Depository Charges
☐	Commodity Derivatives Annexure (if opted)	☐	Investor Charter — Stock Brokers
☐	Guidance Note — Do's and Don'ts	☐	Investor Charter — Depositories and DPs
☐	Nomination form or opt-out declaration	☐	Grievance redressal and ODR information
☐	Supporting declarations (sole proprietor / guardian)	☐	Payment instructions and validated UPI ID

I / We confirm that I / we have received, read and understood the **Rights and Obligations of Stock Broker and Client** , the **Rights and Obligations of Beneficial Owner and Depository Participant** , the **Uniform Risk Disclosure Document** , the commodity derivatives **Rights and Obligations and Risk Disclosure Documents** (where I / we have opted for that segment), the **Guidance Note** , the **Policies and Procedures** , the **Most Important Terms and Conditions** , the **Tariff Sheet and Schedule of Depository Charges** and both **Investor Charters**, and that I / we agree to be bound by them.

Sole / First Holder	Second Holder	Third Holder

Place _____

Date _____

Signature of the client and of every joint holder.

Not to be completed by the client

For Office Use Only

UCC Code allotted to the Client

Date of UCC upload to the Exchange

DP Client ID (BO ID) allotted

Particulars	Documents verified with Originals	Client Interviewed By	In-Person Verification done by
Name of the Employee / AP			
Employee Code			
Designation of the Employee / AP			
Employee Branch			
Date			
Signature			

Risk Profile of the Client : ☐ Low ☐ Medium ☐ High ☐ CSC

KRA / CKYCR status recorded ☐ KYC Validated ☐ KYC Registered ☐ On Hold ☐ Rejected

CKYC Number generated

KRA with which the record is uploaded

Date of KRA upload

Institution Name

Institution Code

Institution stamp

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 'Right 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 'Right and Obligations' and RDD would be made available on my/our website, if any, for the information of the clients.

Signature of the Authorised Signatory

Date

Seal/Stamp of the stock broker

AP: Authorized Person

Before you submit

Instructions and Document Check-list

1. ADDITIONAL DOCUMENTS FOR TRADING IN THE DERIVATIVES SEGMENTS

Any **one** of the following, as proof of financial capacity (illustrative list):

☐	Copy of ITR acknowledgement	☐	Copy of annual accounts
☐	Salary slip or copy of Form 16 (salaried)	☐	Net worth certificate
☐	Copy of demat account holding statement	☐	Bank account statement for the last 6 months
☐	Any other document substantiating ownership of assets	☐	Self-declaration with relevant supporting documents

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

2. MANDATORY ATTACHMENTS

1. Self-attested copy of **PAN card** of the applicant and of every joint holder.
2. Self-attested copy of one **Officially Valid Document** for Proof of Identity and Proof of Address — passport, driving licence, proof of possession of Aadhaar (**with the first eight digits masked**), Voter's Identity Card, NREGA job card signed by a State Government officer, or the National Population Register letter.
3. Copy of a **cancelled cheque leaf**, pass-book page or bank statement specifying the name of the constituent and the MICR and / or IFSC code of the bank.
4. **Demat master** or a recent holding statement issued by the DP bearing the name of the client.
5. Two recent **passport-size photographs** of each holder, signed across.
6. Proof of the **mobile number and e-mail address** belonging to the applicant.

3. IN-PERSON VERIFICATION (IPV)

a) For individuals, the stock broker has the option of carrying out in-person verification **through a web camera** at its branch office.

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

c) **Digital KYC** may be carried out by capturing a live photograph of the client together with the Officially Valid Document, with the latitude and longitude, time-stamp and a liveness check, by an authorised officer. e-Sign under the Information Technology Act, 2000 is legally valid.

4. FOR AN ACCOUNT OPENED FOR A MINOR OR BY A SOLE PROPRIETOR

a) For a **minor** : the birth certificate or school leaving certificate of the minor; the PAN and one Officially Valid Document of the **guardian** ; the guardian's photograph and specimen signature; and the completed *Declaration by the Guardian of a Minor* in the Supporting Declarations section of this kit. The minor cannot be a joint holder and cannot trade in any derivatives segment.

b) For a **sole proprietor** : your own PAN and Officially Valid Document; the completed *Declaration by a Sole Proprietor* ; and **any two** documents in the name of the concern from the list given with that declaration.

5. HOW THIS KIT IS EXECUTED

1. **On paper** — sign every signature box in **wet ink** . Where a holder affixes a **thumb impression** instead of a signature, it must be witnessed by **two persons** , whose names and addresses are recorded at the places provided.
2. **Electronically** — the completed kit must be signed with an **Aadhaar e-Sign** or a **Digital Signature Certificate** through our eKYC portal (ekyc.pcjholdings.in), or through any other e-Sign facility recognised under the Information Technology Act, 2000. **Typing your name into a signature box of the fillable PDF is not a signature** — a kit returned with typed signature boxes and no e-Sign or wet ink cannot be accepted.
3. Every holder signs **each** signature box separately. A signature given for one document or purpose is never carried to another.

KYC REGISTRATION AGENCY STATUS

Your KYC status matters. Once your KYC record is uploaded, the KYC Registration Agency will mark it *Validated*, *Registered*, *On Hold* or *Rejected*. A **Validated** record — where your PAN, name, address, mobile and e-mail have all been verified against official databases and your PAN–Aadhaar linkage is confirmed — is fully portable to any other intermediary without repeating KYC. Where a KYC attribute cannot be verified, you will not be permitted to transact further in the securities market until it is verified. PAN–Aadhaar linkage is not required to transact with us, but without it your KYC record cannot be ported to another intermediary.

Mandatory ·policies of the stock broker

Policies and Procedures

The significant policies and procedures of PCJ Holdings Pvt. Ltd.. Clauses 1 to 8 are our established policies. Clauses 9 to 13 are added to give effect to SEBI circulars issued since this document was last printed. These are also published at www.pcjholdings.in/download-center, and we will intimate you of any change before it takes effect.

1. REFUSAL OF ORDERS FOR PENNY / ILLIQUID STOCK

The stock broker may from time to time limit (quantity/ value)/ refuse orders in one or more securities due to various reasons including market liquidity, value of security(ies), the order being for securities which are not in the permitted list of the stock broker / exchange(s) / SEBI. Provided further that stock broker may require compulsory settlement / advance payment of expected settlement value / delivery of securities for settlement prior to acceptance / placement of order(s) as well. The client agrees that the losses, if any on account of such refusal or due to delay caused by such limits, shall be borne exclusively by the client alone. The stock broker may require reconfirmation of orders, which are larger than that specified by the stock broker's risk management, and is also aware that the stock broker has the discretion to reject the execution of such orders based on its risk perception

2. Setting up client's exposure limits and conditions under which a client may not be allowed to take further position or the broker may close the existing position of a client

The stock broker may from time to time impose and vary limits on the orders.that the client can place through the stock broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of securities in respect of which orders can be placed etc.). The client is aware and agrees that the stock broker may need to vary or reduce the limits or impose new limits urgently on the basis of the stock broker's risk perception and other factors considered relevant by the stock broker including but not limited to limits on account of exchange/ SEBI directions/limits (such as broker level/ market level limits in security specific / volume specific exposures etc.), and the stock broker may be unable to inform the client of such variation, reduction or imposition in advance. The client agrees that the stock broker shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the stock broker's trading system on account of any such variation, reduction or imposition of limits. The client further agrees that the stock broker may at any time, at its sole discretion and without prior notice, prohibit or restrict the client's ability to place orders or trade in securities through the stock broker, or it may subject any order placed by the client to a review before its entry into the trading systems and may refuse to execute / allow execution of orders due to but not limited to the reason of lack of margin / securities or the order being outside the limits set by stock broker / exchange/ SEBI and any other reasons which the stock broker may deem appropriate in the circumstances. The client agrees that the losses, if any on account of such refusal or due to delay caused by such review, shall be borne exclusively by the client alone. The stock broker is required only to communicate / advise the parameters for the calculation of the margin / security requirements as rate(s) / percentage(s) of the dealings, through anyone or more means or methods such as post / speed post / courier / registered post / registered A.D / facsimile / telegram / cable / e-mail / voice mails / telephone (telephone includes such devices as mobile phones etc.) including SMS on the mobile phone or any other similar device; by messaging on the computer screen of the client's computer; by informing the client through employees / agents of the stock broker; by publishing / displaying it on the website of the stock broker / making it available as a download from the website of the stock broker; by displaying it on the notice board of the branch / office through which the client trades or if the circumstances, so require, by radio broadcast/television broadcast / newspapers advertisements etc; or any other suitable or applicable mode or manner. The client agrees that the postal department / the courier company /newspaper company and the e-mail / voice mail service provider and such other service providers shall be the agent of the client and the delivery shall be complete when communication is given to the postal department / the courier company / the e-mail/voice mail service provider, etc. by the stock broker and the client agrees never to challenge the same on any grounds including delayed receipt / non receipt or any other reasons whatsoever and once parameters for margin / security requirements are so communicated, the client shall monitor his / her / its position (dealings / trades and valuation of security) on his / her / its own and provide the required / deficit margin / security forthwith as required from time to time whether or not any margin call or such other separate communication to that effect is sent by the stock broker to the client and /or whether or not such communication is received by the client. The client is not entitled to trade without adequate margin / security and that it shall be his / her / its responsibility to ascertainbeforehand the margin / security requirements for his/her/its orders / trades / deals and to ensure that the required margin / security is made available to the stock broker in such form and manner as may be required by the stock broker. If the client's order is executed despite a shortfall in the available margin, the client, shall, whether or not the stock broker intimates such shortfall in the margin to the client, make up the shortfall suo moto immediately. The client further agrees that he / she / it shall be responsible for all orders (including any orders that may be executed without the required margin in the client's account) &/ or any claim/ loss / damage arising out of the non availability / shortage of margin / security required by the stock brokers / or exchanges / or SEBI. The stock broker is entitled to vary the form (i.e., the replacement of the margin / security in one form with the margin / securit in any other form, say, in the form of money instead of shares) & / or quantum & / or percentage of the margin & / or security required to be deposited / made available, from time to time. The margin / security deposited by the client with the stock broker are not eligible for any interest. The stock broker is entitled to include / appropriate any / all payout of funds & / or securities towards margin / security without requiring specific authorizations for each payout. The stock broker is entitled to transfer funds & / or securities from his account for one exchange & / or one segment of the exchange to his / her / its account for another exchange & / or another segment of the same exchange whenever applicable and found necessary by the stock broker. The client also agrees and authorises the stock broker to treat / adjust his / her / its margin / security lying in one exchange & / or one segment of the exchange / towards the margin / security / pay in requirements of another exchange & / or another segment of the exchange. The stock broker is entitled to disable / freeze the account & / or trading facility / any other service, facility, if, in the opinion of the stock broker, the client has committed a crime/ fraud or has acted in contradiction of this agreement or / is likely to evade / violate any laws, rules, regulations, directions of a lawful authority whether Indian or foreign or if the stock broker so apprehends.

3. APPLICABLE BROKERAGE RATE

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

4. IMPOSITION OF PENALTY / DELAYED PAYMENT CHARGES

The client agrees that any amounts which are overdue from the client towards trading or on account of any other reason to the stock broker, will be charged delay payment charges @ 0.0438% per day (15.99% per annum), the rate set out in the Tariff Sheet and published at www.pcjholdings.in. The client agrees that the stock broker may impose fines / penalties for any orders / trades / deals / actions of the client which are contrary to this agreement / rules / regulations / bye laws of the exchange or any other law for the time being in force, at such rates and in such form as it may deem fit. Further where the stock broker has to pay any fine or bear any punishment from any authority in connection with / as a consequence of / in relation to any of the orders / trades/ deals / actions of the client, the same shall be borne by the client. The client agrees to pay to the stock broker brokerage, commission, fees, all taxes, duties, levies imposed by any authority including but not limited to the stock exchanges (including any amount due on account of reassessment / backlogs etc.). transaction expenses, incidental expenses such as postage, courier etc. as they apply from time to time to the client's account / transactions / services that the client avails from the stock broker.

5. The right to sell clients' securities or close clients' positions, without giving notice to the client, on account of nonpayment of client's dues

The stock broker maintains centralized banking and securities handling processes and related banking and depository accounts at designated place. The client shall ensure timely availability of funds/securities in designated form and manner at designatedtime and in designated bank and depository account(s) at designated place, for meeting his/her/its pay in obligation of funds and securities. The stock broker shall not be responsible for any claim/loss/damage arising out of non availability/short availability of funds/securities by the client in the designated account(s) of the stock broker for meeting the pay in obligation of either funds or securities. If the client gives orders / trades in the anticipation of the required securities being available subsequently for pay in through anticipated payout from the exchange or through borrowings or any off market delivery(s) or market delivery(s) and if such anticipated availability does not materialize in actual availability of securities /funds for pay in for any reason whatsoever including but not limited to any delays / shortages at the exchange or stock broker level / non release of margin by the stock broker etc., the losses which may occur to the client as a consequence of such shortages in any manner such as on account of auctions / square off / closing outs etc., shall be solely to the account of the client and the client agrees not to hold the stock broker responsible for the same in any form or manner whatsoever. In case the payment of the margin / security is made by the client through a bank instrument, the stock broker shall be at liberty to give the benefit/credit for the same only on the realization of the funds from the said bank instrument etc. at the absolute discretion of the stock broker. Where the margin /security is made available by way of securities or any other property, the stock broker is empowered to decline its acceptance as margin / security & / or to accept it at such reduced value as the stock broker may deem fit by applying haircuts or by

valuing it by marking it to market or by any other method as the stock broker may deem fit in its absolute discretion. The stock broker has the right but not the obligation, to cancel all pending orders and to sell/close/liquidate all open positions/securities / shares at the pre-defined square off time or when Mark to Market (M-T-M) percentage reaches or crosses stipulated margin percentage mentioned on the website, whichever is earlier. The stock broker will have sole discretion to decide referred stipulated margin percentage depending upon the market condition. In the event of such square off, the client agrees to bear all the losses based on actual executed prices. In case open position (i.e. short/long) gets converted into delivery due to non square off because of any reason whatsoever, the client agrees to provide securities/funds to fulfill the payin obligation failing which the client will have to face auctions or internal close outs; in addition to this the client will have to pay penalties and charges levied by exchange in actual and losses, if any. Without prejudice to the foregoing, the client shall also be solely liable for all and any penalties and charges levied by the exchange(s). The stock broker is entitled to prescribe the date and time by which the margin / security is to be made available and the stock broker may refuse to accept any payments in any form after such deadline for margin / security expires. Notwithstanding anything to the contrary in the agreement or elsewhere, if the client fails to maintain or provide the required margin/fund / security or to meet the funds/margins/ securities Day in obligations for the orders / trades / deals of the client within the prescribed time and form, the stock broker shall have the right without any further notice or communication to the client to take any one or more of the following steps : i. To withhold any payout of funds / securities. ii. To withhold / disable the trading / dealing facility to the client. iii. To liquidate one or more security(s) of the client by selling the same in such manner and at such rate which the stock broker m a y deem fit in its absolute discretion. It is agreed and understood by the client that securities here includes securities which are pending delivery / receipt. iv. To liquidate / square off partially or fully the position of sale & / or purchase in anyone or more securities / contracts in such manner and at such rate which the stock broker may decide in its absolute discretion. v. To take any other steps which in the given circumstances the stock broker may deem fit. The client agrees that the loss(s) if any, on account of anyone or more steps as enumerated herein above being taken by the stock broker, shall be borne exclusively by the client alone and agrees not to question the reasonableness, requirements, timing, manner, form, pricing etc., which are chosen by the stock broker.

6. Shortages in obligations arising out of internal netting of trades

Stock broker shall not be obliged to deliver any securities or pay any money to the client unless and until the same has been received by the stock broker from the exchange, the clearing corporation/ clearing house or other company or entity liable to make the payment and the client has fulfilled his / her / its obligations first. The policy and procedure for settlement of shortages in obligations arising out of internal netting of trades is as under : a. The securities delivered short are purchased from market on the Auction Day notified by the Exchange for the settlement (currently T+1 for the rolling settlement cycle), and the purchase consideration (inclusive of all statutory taxes & levies) is debited to the short delivering seller client. b. If securities cannot be purchased from market due to any reason whatsoever on the Auction Day they can be covered from the market on any subsequent trading days. In case any reason whatsoever (any error or omission) any delay in covering of securities leads to higher losses, stock broker will not be liable for the same. Where the delivery is matched partially or fully at the Exchange Clearing, the delivery and debits/credits shall be as per Exchange Debits and Credits. c. In cases of securities having corporate actions all cases of short delivery of cum transactions which cannot be auctioned on cum basis or where the cum basis auction payout is after the book closure / record date, would be compulsory closed out at higher of 10% above the official dosing price on the auction day or the highest traded price from first trading day of the settlement till the auction day.

7. Temporarily suspending or closing a client's account at the client's request

i. The client may request the stock broker to temporarily suspend his account, stock broker may do so subject to client accepting / adhering to conditions imposed by stock broker including but not limited to settlement of account and / or other obligation. ii. The stock broker can with hold the payouts of client and suspend his trading account due to his surveillance action or judicial or / and regulatory order/action requiring client suspension.

8. DE-REGISTERING A CLIENT

Notwithstanding anything to the contrary stated in the agreement, the stock broker shall be entitled to terminate the agreement with
immediate effect in any of the following circumstances : i. If the action of the Client are prima facie illegal/ improper or such as to manipulate the price of any securities or disturb the normal/ proper functioning of the market, either alone or in conjunction with others. ii. If there is any commencement of a legal process against the Client under any law in force; iii. On the death/lunacy or other disability of the Client; iv. If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertakingof the Client; v. If the Client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking;\ vi. If the Client being a partnership firm, has any steps taken by the Client and/ or its partners for dissolution of the partnership; vii. If the Client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution; viii. If the Client has made any material misrepresentation of facts, including (without limitation) in relation to the Security; ix. If there is reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts, as they become payable; x. If the Client suffers any adverse material change in his/ her / its financial position or defaults in any other agreement with the S t o c k broker; xi. If the Client is in breach of any term, condition or covenant of this Agreement; xii. If any covenant or warranty of the Client is incorrect or untrue in any material respect; However notwithstanding any termination of the agreement, all transactions made under / pursuant to this agreement shall be subject to all the terms and conditions of this agreement and parties to this agreement submit to exclusive jurisdiction of courts of law at the place of execution of this agreement by Stock Broker. Inactive Client Account: A client account is inactive where, for 24 months, the client has not through us traded or taken part in an offer for sale, buy-back or open offer, applied for an IPO, Sovereign Gold Bonds or mutual fund units on the Exchange platforms, or updated the e-mail ID, mobile number or address in the KYC record with the KRA. An inactive account is flagged in the UCC database, and the funds of the client are settled monthly or quarterly as chosen by the client. It is reactivated only after in-person or video verification, confirmation or updating of the client's basic details and a validated or registered KRA status. Trading the exchange is in Electronic Mode, based on VSAT, leased line, ISDN, Modem and VPN combination of technologies and computer systems to place and route orders. I/we understand that there exists a possibility of communication failure or system problem or slow or delayed response from system or trading half of any break down in our back office/front and system, or any such other problems/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 not processing buy or sell orders either in part or in full. I/we shall be fully liable and responsible for any such problem/fault. Client Acceptance of Policies and Procedures stated hereinabove : I/We have fully understood the same and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses this document any circumstances what so ever. These Policies and Procedures may be amended / changed unilaterally by the broker, provided the change is informed to me / us with through anyone or more means or methods such as post / speed post / courier / registered post / registered AD / facsimile / telegram / cable / e-mail / voice mails / telephone (telephone includes such devices as mobile phones etc.) including SMS on the mobile phone or any other similar device; by messaging on the computer screen of the client's computer; by informing the client through employees / agents of the stock broker; by publishing / displaying it on the website of the stock broker / making it available as a download from the website of the stock broker; by displaying it on the notice board of the branch / office through which the client trades or if the circumstances, so require, by radio broadcast / television broadcast / newspapers advertisements etc; or any other suitable or applicable mode or manner. I/we agree that the postal department / the courier company /newspaper company and the e-mail/ voice mail service provider and such other service providers shall be my/our agent and the delivery shall be complete when communication is given to the postal department / the courier company / the e-mail/voice mail service provider, etc. by the stock broker and I/we agree never to challenge the same on any grounds including delayed receipt / non receipt or any other reasons whatsoever. These Policies and Procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute / difference or claim between me/ us and stock broker before any court of law / judicial / adjudicating authority including arbitrator/mediator etc.

9. HANDLING OF CLIENTS' UNPAID SECURITIES

Securities purchased but not fully paid for by the client are credited directly to the **client's own demat account** on pay-out and are simultaneously pledged, without any further instruction from the client, in favour of the stock broker's **Client Unpaid Securities Pledgee Account (CUSPA)** , with the reason recorded as "unpaid". The e-mail and SMS intimation sent on creation of the pledge states the client's funds obligation **and the stock broker's right to sell those securities if the client does not meet it** . **The client has a maximum of five trading days from pay-out to make payment.** If the pledge is neither invoked nor released, the Depositories release it automatically at the end of the sixth trading day. The excess pledge over the unpaid amount is determined daily and released. Reasonable notice is given before invocation. On invocation the securities are blocked for early pay-in in the client's own demat account and sold under the client's own Unique Client Code, and any surplus is credited to the client's ledger. **Securities pledged to the CUSPA account are never pledged or transferred to any bank or non-banking financial company, and are not counted towards, and do not generate, any trading exposure or limit for the client.** In exceptional circumstances — where the security is in the lower circuit with only sellers, where trading is suspended or halted, or for any other reason recognised by the Market Infrastructure Institutions — the period may be extended by one calendar week, and the client will be informed of each extension.
Commencement. The framework described above is in force. The Stock Exchanges issued their operational guidelines under the SEBI circular dated 03 July 2026 on 31 July 2026, and the direct pay-out, auto-pledge, five-trading-day and automatic-release provisions took effect on 31 October 2026. The provisions for extension of the pledge in exceptional circumstances take effect from 03 January 2027, and the client will be informed of each extension. Our policy on the handling of clients' unpaid securities, approved in accordance with our internal governance framework, is published on www.pcjholdings.in and is provided to every client at account opening; it prevails over any older description of unpaid-securities handling.

10. Return of credit balances where the client has not transacted

This clause supplements, and does not replace, the inactive client account policy stated in clause 8. Where a client holds a credit balance and has **not transacted for thirty calendar days** , the entire credit balance is returned on the upcoming **monthly** settlement date, irrespective of the settlement cycle the client has chosen, and irrespective of whether the account has yet been classified as inactive. Reactivation of an inactive account additionally requires re-verification of the client's identity, PAN, KYC status and bank and demat particulars.

11. RISK MANAGEMENT POLICY

The Risk Management Policy of PCJ Holdings Pvt. Ltd. governs the manner in which trading limits are computed and monitored, the margins collected, the valuation and haircut applied to collateral, the intra-day monitoring of positions, the mark-to-market process and the circumstances in which positions are squared off. It is available in full at www.pcjholdings.in/download-center and is the policy referred to in clause 3 of the Most Important Terms and Conditions. Any material change to it will be communicated to clients before it takes effect.

12. DIRECT PAY-OUT OF SECURITIES AND INTERNAL SHORTAGES

Securities are paid out **directly to the client's demat account** by the Clearing Corporation. A shortage arising out of internal netting of trades is settled through the **auction mechanism of the Clearing Corporation** in accordance with the applicable Exchange procedure, as described in clause 6. **No charge is levied on a client over and above the charges levied by the Clearing Corporation** in respect of an internal shortage or an auction.

13. Segregation and upstreaming of client funds and securities

Client funds are maintained in designated client bank accounts, entirely segregated from the stock broker's own funds, and are upstreamed to the Clearing Corporations in the client's name in accordance with the SEBI upstreaming framework. Funds of a settled client are held in the **Up Streaming Client Nodal Bank Account** and are never used to settle the obligation of any other client. The stock broker does **not** create any bank guarantee out of clients' funds. Client securities are held in designated client accounts and are never mixed with the stock broker's proprietary holdings.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

I / We have read and understood the Policies and Procedures set out above and agree to be bound by them.

Place _____ **Date** _____

Mandatory ·to be added by the stock broker

Tariff Sheet — Brokerage and Statutory Levies

Rates agreed with the client. All statutory levies are charged in addition to brokerage at the rates prevailing from time to time. **We will give you not less than fifteen days' notice of any increase in our brokerage rates, and not less than thirty days' notice of any increase in depository charges.**

BROKERAGE STRUCTURE

Brokerage Slab	Per lot	%	Min. Paisa
Delivery Based	—	%	.00 *
Daily Square up	—	%	.00 *
Equity Future	—	%	.00 *
Equity Option	#	%	.00 #
Currency Future	—	%	.00 *
Currency Option	#	%	.00 #
MCX Future	—	%	.00 *
MCX Option	#	%	.00 #
Mutual Funds (Exchange platform)	—	Nil	—

* 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.
Note : Transaction Charges, SEBI fee, Goods and Services Tax, STT, Stamp Duty and other statutory levies will be charged as per prevailing rate in addition to Brokerage.
Maximum brokerage chargeable is 2.5% of the contract price in the Capital Market segment (25 paise per share where the sale or purchase value of a share is ₹10 or less) and, for option contracts, 2.5% of the premium amount or ₹100 per lot, whichever is higher.

Sign here in case of any cutting

STATUTORY LEVIES AND EXCHANGE CHARGES

Levy	Equity Delivery	Equity Intraday	Equity Futures	Equity Options
STT / CTT	0.10% buy & sell	0.025% sell side	0.05% sell side	0.15% of premium, paid by the seller; 0.15% of intrinsic value if exercised, by the buyer
Stamp duty	0.015% buy turnover	0.003% buy turnover	0.002% buy turnover	0.003% buy turnover
Exchange transaction charges	NSE 0.0030699% · BSE 0.00375%	NSE 0.0030699% · BSE 0.00375%	NSE 0.0018299% · BSE Nil	NSE 0.0355299% · BSE Index 0.0325% · BSE Stock 0.005%
SEBI turnover fee	0.0001%	0.0001%	0.0001%	0.0001%
GST	18% on brokerage + transaction + SEBI fee	18%	18%	18%

Levy	Commodity Futures (MCX)	Commodity Options (MCX)	Currency Derivatives
CTT / STT	**0.01%** on the sell side — non-agricultural commodities only; notified agricultural commodities are exempt	**0.05%** of the option premium on sale of the option, payable by the seller; **0.0001%** of the settlement price where the option is exercised, payable by the purchaser	Nil
Stamp duty	0.002% buy turnover	0.003% buy turnover	0.0001% buy turnover
Exchange transaction charges	As per MCX circular in force	As per MCX circular in force	As per NSE / BSE circular in force
SEBI turnover fee	0.0001%	0.0001%	0.0001%
GST	18%	18%	18%

Stamp duty and Securities Transaction Tax are rounded off to the nearest rupee; all other charges are computed to two decimal places. BSE transaction charges vary by scrip group (groups X, XT and Z: 0.10%; groups P and ZP: 1%; groups IF, M, MS, MT, R and TS: 0.00275%). Statutory rates are those notified by the Government, SEBI and the Exchanges and change from time to time; the rates prevailing on the trade date apply.

OTHER CHARGES

Service	Charge
Account opening — trading and demat	**Nil**
Payment gateway — UPI and net banking	**Nil**
Call & Trade / dealer-assisted order placement	Nil
Interest on an outstanding debit balance	**0.0438% per day** on the outstanding debit balance (15.99% per annum) — the same rate as stated in Clause 4 of the Policies and Procedures and published on our website.
Brokerage on options that expire, or are exercised or assigned	Charged at the applicable per-lot rate on exercise and on assignment; no brokerage on an option that expires worthless
Securities Transaction Tax on Exchange Traded Funds	Equity-oriented ETFs: no STT on purchase, STT on sale at the notified rate. Gold, silver, liquid, gilt and debt ETFs: **no STT on either leg**
Offer for Sale (OFS) transactions	₹300 per crore
Auto square-off of open intraday positions	Nil
Physical contract note (where ECN is not opted for)	At actuals, on request
Cheque / mandate dishonour	At actuals, as charged by the bank

ILLUSTRATION — WHAT A TRADE ACTUALLY COSTS

An illustration at the standard rates above, for a **delivery purchase and sale of ₹1,00,000 each on NSE**. Actual charges depend on the rates agreed with you and on the statutory rates prevailing on the trade date.

Component	Buy leg (₹1,00,000)	Sell leg (₹1,00,000)	Total
Brokerage @ 0.20%	200.00	200.00	**400.00**
Securities Transaction Tax @ 0.10%	100.00	100.00	**200.00**
Exchange transaction charges @ 0.0030699%	3.07	3.07	**6.14**
SEBI turnover fee @ 0.0001%	0.10	0.10	**0.20**
Stamp duty @ 0.015% (buy side only)	15.00	—	**15.00**
GST @ 18% on brokerage + transaction + SEBI fee	36.57	36.57	**73.14**
Total charges	**354.74**	**339.74**	**694.48**
Depository debit charge on the sell leg (₹15 + GST)	—	17.70	**17.70**

This illustration is for explanation only and does not form part of the agreed rates. Stamp duty and Securities Transaction Tax are rounded to the nearest rupee in actual billing.

I / We have read and understood the Tariff Sheet above, and I / we agree to the brokerage rates recorded in the first table.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

Depository Participant · NSDL · DP ID IN303913

Schedule of Depository Charges

PCJ HOLDINGS PRIVATE LIMITED · IN-DP-279-2016 . These charges are levied for depository services and are separate from brokerage.

TWO THINGS YOU ARE ENTITLED TO

No charges are payable for the opening of a demat account. Not less than **thirty days' written notice** will be given before any increase in these charges, as required by clause 7 of the Rights and Obligations of Beneficial Owner and Depository Participant.

Service	Charge
Account opening	Nil
Annual maintenance charge — Regular account (charged from the second year onwards)	Rs. 250/- For Individual & Rs. 1500/- For Corporate Account, plus GST
Annual maintenance charge — Basic Services Demat Account (BSDA)	Nil where the value of holdings is up to ₹4,00,000 · ₹100 + GST where the value is above ₹4,00,000 and up to ₹10,00,000 · regular AMC applies above ₹10,00,000
Transaction charges — debit (outgoing)	₹15 per ISIN per instruction + GST
Transaction charges — credit (incoming)	Nil
CUSPA transfer (unpaid securities)	₹25 per ISIN per instruction + GST
Delivery Instruction Slip booklet	₹25 per booklet. The first booklet is issued free of charge.
Dematerialisation	₹30 plus ₹3 per certificate, subject to a maximum of ₹250 per request. Courier charges extra.
Rematerialisation	₹30 for every 100 securities or part thereof, or ₹30 per certificate, whichever is higher.
Creation and closure of pledge (chargeable to the pledgor)	Rs. 50/- Per Instruction + GST
Invocation of pledge (chargeable to the pledgor)	Rs. 50/- Per Instruction + GST
Failed / rejected delivery instruction	₹15 per instruction
Demat rejection — postage	₹50 per request despatched to the client for removal of objection
Non-periodic statement	₹5 per page, plus postage or courier at ₹50 per despatch
Foreign correspondence address	₹100 per despatch, in addition to the annual maintenance charge
Modification of client master	₹50 per instance
Electronic statements and e-CAS	Free of charge
Physical statement — BSDA account	Not more than ₹25 per statement
Account closure	Nil
Stamp paper	₹100 per instrument, where a stamped instrument is required

Terms & Conditions

- Postage shall be charged @ Rs. 50/- per demat rejection/request, if any, dispatched to the client, for removal of objection.
- Rejection charges for failure of Delivery Instruction Rs. 15/- per instruction.
- Any service not listed above will be charged extra.
- Charges/Service standards are subject to revision at Depository Participants sole discretion and shall be informed by circulars sent **30 days prior to its implementation**.
- In case of non payment of bills/any dues, interest shall be charged **at the rate specified by the Depository from time to time** on the outstanding dues where the default continues **beyond thirty days from the date of our demand** , and the Depository services may be discontinued by us after the expiry of 30 days from the date of a notice served if such default continues. Restoration charges for such accounts will be Rs. 100/-.
- Non Periodic Statement shall be charged @ Rs. 5/- per page and postage/courier charges @ Rs. 50/- per mail.
- In case of foreign correspondence address, in addition to annual account maintenance charges, statement/ communication charge @ Rs. 100/- per mail shall be charged extra.
- Modification in Client Master Rs. 50/- per Instance.
- Stamp Paper cost Rs. 100/- will be charged extra.
- Goods and Services Tax and any other statutory levy is charged in addition, at the prevailing rate.

WHAT CHANGED, AND WHY

Two of the terms above have been updated from our earlier schedule because a **mandatory** document overrides them. Clause 19 of the *Rights and Obligations of Beneficial Owner and Depository Participant* fixes the default period at **thirty days from demand** and the rate at the one **specified by the Depository**, so our earlier fifteen-day / 18% per annum term no longer applies. The Basic Services Demat Account slabs above are the current ones — **NIL up to ₹4,00,000 and ₹100 between ₹4,00,000 and ₹10,00,000** — which replace the earlier ₹50,000 / ₹2,00,000 slabs.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

I / We have read and understood the Schedule of Depository Charges and agree to pay the charges set out above.

Place _____ **Date** _____

Mandatory · SEBI circular dated 13 November 2023

Most Important Terms and Conditions (MITC)

For non-custodial settled trading accounts. This is the standard text published by the Brokers' Industry Standards Forum under the aegis of the Stock Exchanges, reproduced without alteration. **Your separate acknowledgement of this page is required.**

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.

UNPAID SECURITIES — CLAUSE 4 READ WITH THE 2026 FRAMEWORK

Note on clause 4. Clause 4 above is the prescribed standard text and has been reproduced without alteration. Under SEBI's circular dated 03 July 2026 on the handling of clients' unpaid securities, read with the Stock Exchanges' operational guidelines, unpaid securities are auto-pledged in favour of our Client Unpaid Securities Pledgee Account (CUSPA); the maximum period for payment is five trading days from pay-out, and the Depositories release the pledge automatically at the end of the sixth trading day. Where clause 4 refers to a longer period, the five-trading-day cap governs. Our policy on the handling of clients' unpaid securities is set out in the Policies and Procedures section of this kit and on www.pcjholdings.in.

ACKNOWLEDGEMENT OF THE MITC

I / We hereby acknowledge that PCJ Holdings Pvt. Ltd. has informed me / us of the Most Important Terms and Conditions set out above, that I / we have read and understood them, and that I / we have received a copy.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

This acknowledgement is separate from, and additional to, the signature on the Account Opening Form.

Place _____ **Date** _____

Commodity derivatives segment

Self Declaration — Categorization of the Clients for Each Commodity

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

I/We have been/shall be dealing through you as my/our member broker on different Commodity Exchanges in my/our trading account opened / to be opened with you. I/We hereby declare my/our category for the commodities mentioned therein, as given below in accordance with SEBI circular no. SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated January 04, 2019:

Sr. N.	Name of Commodities	Farmers / FPOs	Value chain participants (VCPs)	Proprietary traders	Domestic financial institutional investors	Foreign participants	Others
1	ALUMINIUM						
2	BARLEY						
3	BLACK PEPPER						
4	BRASS						
5	CARDAMOM						
6	CASTOR SEED						
7	CHANA						
8	COPPER						
9	CORIANDER						
10	COTTON SEED OILCAKE						
11	CRUDE OIL						
12	CRUDE PALM OIL						
13	DIAMOND						
14	GAUR GUM						
15	GOLD						
16	ISABGS						
17	JEERA						
18	KAPAS / COTTON						
19	LEAD						
20	MAIZE						
21	MENTHAOIL						
22	MOONG						
23	MUSTARD SEED						
24	NATURAL GAS						
25	NICKEL						
26	PEPPER						
27	RBD PALMOLEIN						
28	REFINED SOY OIL						
29	RUBBER						
30	SILVER						
31	SOY BEAN						
32	STEELLONG						
33	SUGAR M						
34	TURMERIC						
35	WHEAT						
36	ZINC						
37							
38							
39							

I/We further declare that in case declaration is not provided for any of the particular exchange traded commodity, please consider the "Others" category for the same. I/We undertake that I/we shall inform the member broker in case there is any change in category for any of the exchange traded commodity.

Client Name **Client Code** **Date**

Signature ✓ Signature ✓ Signature ✓

Sole / First Holder **Second Holder** **Third Holder**

Name Name Name

Commodity derivatives segment

Categories

The six participant categories prescribed by SEBI, reproduced in full so that you can categorise yourself for each commodity in the table above.

- **Farmers/FPOs:** It includes participants such as farmers, farmers' cooperatives, Farmers Producers Organisations (FPOs) and such entities of like nature.
- **Value chain participants (VCPs):** It includes participants such as Processors, Commercial users as Dal and Flour Millers, Importers, Exporters, Physical Market Traders, Stockists, Cash & Carry participants, Produces, SMEs/MSMEs & Wholesalers etc., but exclude farmers/FPOs.
- **Proprietary traders:** It includes the members of stock exchanges trading in their proprietary account.
- **Domestic financial institutional investors:** It includes participants such as Mutual Funds (MFs), Portfolio Managers, Alternative Investment Funds (AIFs), Banks, Insurance Companies and Pension Funds etc., which are allowed to trade in commodity derivatives.
- **Foreign participants:** It includes participants such as Eligible Foreign Entities (EFEs), NRIs etc. which are allowed to trade in commodity derivatives markets.
- **Others:** All other participants which cannot be classified in the above categories.

The categories, and these definitions, are prescribed by **SEBI circular SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated 04 January 2019**, carried into the SEBI Master Circular for the Commodity Derivatives Market. Categorisation is made on a **self-declaration basis for each commodity**; where a self-declaration is not obtained for a client for a particular commodity, the positions of that client in that commodity are clubbed with the "Others" category for position-limit purposes.

Commodity derivatives segment · MCX

Declaration — Net Open Position and Position Limits

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

Dear Sir,

I/We, the undersigned, have taken cognizance of Circular MCX/300/2006 and MCX/338/2006 dated August 1, 2006 & August 21, 2006 issued by the Multi Commodity Exchange of India Ltd. (MCX) on the guidelines for calculation of net open positions permitted in any commodity and I/we hereby undertake to comply with the same.

I/We hereby declare and undertake that we will not exceed the position limits prescribed from time to time by MCX or SEBI and such position limits will be calculated in accordance with the contents of above stated circular of MCX as modified from time to time.

I/We undertake to inform you and keep you informed if I/any of our partners/directors/karta/trustee or any of the partnership firms/companies/HUFs/ Trusts in which I or any of above such person is a partner/director/karta/trustee, takes or holds any position in any commodity forward contract/commodity derivative on MCX through you or through any other member(s) of MCX, to enable you to restrict our position limit as prescribed by the above referred circular of MCX as modified from time to time.

I/We confirm that you have agreed to enter orders in commodity forward contracts/commodity derivatives for me/us as your clients on MCX only on the basis of our above assurances and undertaking.

Client Name | **Client Code** | **Date**

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

ADDITIONAL DECLARATION — PHYSICAL DELIVERY AND OPTIONS

Are you willing and able to give or take physical delivery of the commodities in which you propose to trade? ☐ Yes ☐ No

I/We understand that certain commodity derivative contracts are compulsory delivery contracts and others follow a staggered delivery period, and that a position held into the delivery period will result in an obligation to give or take physical delivery, to arrange warehousing and transport, and to pay the applicable warehousing, assaying and Goods and Services Tax charges. I/We understand that failure to meet a delivery obligation attracts penalties prescribed by the Exchange. Where I/we trade in options on commodity futures, I/we confirm that I/we have read and understood the Additional Risk Disclosure Document for Options on Commodity Futures, and in particular that an in-the-money option position that is not squared off before expiry will devolve into a futures position in the underlying commodity.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

PCJ HOLDINGS
ACCOUNT OPENING KIT

Booklet I

Non-Mandatory Documents

Entirely optional. You are under no obligation to sign anything in this part, and we will not deny you any service if you decline.

- Authorisation for DP transaction statement by e-mail or on website
- Bank certification — for a corporate account
- Demat Debit and Pledge Instruction (DDPI)
- Running account authorisation
- Client defaulter, name mismatch and mobile number declarations
- Letter of Authority
- Mutual fund distribution annexure (ARN – 63632)

Voluntary

Authorisation for Providing DP Transaction Statement by Email or on Website

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

Dear Sir,
As per clause 13, 14, 15 & 16 of Rights and Obligations of Beneficial Owner and Depository Participant you are required to provide me/us transaction statement including statement of account.

1. I/we understand that, I/we have the option to receive transaction statement by email or on website. In pursuance of the same, I/we hereby opt for receipt of transaction statement (including but not limited to statement of account holding statement or any other communication) through email or on website.
2. I/we is/are aware that I/we will not receive the transaction statement in paper form.
3. I/we will take all the necessary means to ensure confidentiality and secrecy of the login name and password of the internet/email account.
4. I/we, is/are aware that the transaction statement may be accessed by other entities in case the confidentiality/secrecy of the login name and password is compromised, in which case I/we shall not hold you responsible in any manner.
5. I/we shall immediately inform the DP about change in email address if any, in case transaction statements are send by email.
6. I/we/you shall have the right to terminate this service by giving a 10 days written notice in advance.

E-mail address for the transaction statement

Thanking you, Yours faithfully

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

AUTHORISATION TO DEBIT DEPOSITORY BILLS TO THE TRADING ACCOUNT

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

Dear Sir,
This has reference to my/our Trading & Beneficiary accounts opened with PCJ Holdings Pvt. Ltd., the particulars of which are as under.

Beneficiary Client ID **Trading Account Code**

With regard to these accounts, and for the sake of my/our operating convenience, I/We request and authorise you to debit the bills raised by you, pertaining to the depository services provided to me/us, to my/our trading account only. Any such sum debited to my/our trading account shall be treated as a debit duly authorised by me/us.
Kindly do the needful as requested.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place **Date**

Voluntary · SEBI Master Circular Annexure-14

Demat Debit and Pledge Instruction ("DDPI")

I / We agree to the terms and purpose of this DDPI document between Mr./Ms. _____ (First Holder), _____ (Second Holder) and _____ (Third Holder); an individual / body of individuals / a sole proprietary concern / a partnership firm / a body corporate / trust, registered / incorporated, under the provisions of the Indian Partnership Act, 1932 / The Companies Act 2013, or any relevant Act or unregistered in nature; and PCJ Holdings Pvt. Ltd. a Company within the meaning of Companies Act, 2013 with its registered office at PCJ Holdings Pvt. Ltd., 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001, India.

Whereas: I/We have established a business relationship with PCJ Holdings Pvt. Ltd. to avail services w.r.t. trading, investing & other services offered by PCJ Holdings Pvt. Ltd., having a DP ID IN303913 Client ID _____.

VOLUNTARY — YOUR CHOICE

This is a **voluntary document**. You are under no obligation to sign it, and we will not deny you any service if you decline. It takes effect only on your explicit, separate signature, and you may revoke it at any time by writing to askus@pcjholdings.in.

S.No.	PURPOSE	SIGNATURE OF CLIENT		
		Sole / First Holder	Second Holder	Third Holder
1.	I/We agree and permit PCJ Holdings Pvt. Ltd. to transfer any securities held in my beneficial owner account towards any Exchange (any SEBI Recognised Exchanges where PCJ Holdings Pvt. Ltd. is a member) related deliveries / settlement obligations arising out of trades executed by me/us on the Exchanges through PCJ Holdings Pvt. Ltd..			
2.	I/We agree and confirm to allow pledging / re-pledging of securities in favour of PCJ Holdings Pvt. Ltd. and the clearing member (CM) with whom PCJ Holdings Pvt. Ltd. is a member of, for the purpose of meeting my/our margin requirements in connection with the trades executed by me/us on the exchanges.			
3.	I/We agree and confirm to allow PCJ Holdings Pvt. Ltd. to Tendering shares in open offers through Stock Exchange platforms.			
4.	I/We agree and confirm to allow PCJ Holdings Pvt. Ltd. to done Mutual Fund transactions being executed on Stock Exchange order entry platforms.			

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

ANNEXURE B — OUR DEPOSITORY ACCOUNTS

the only accounts to which securities may be moved under this DDPI

Please verify these client IDs against our current NSDL records before this kit is printed; a pool account number that has changed makes the DDPI unusable.

Particulars	DP ID	Client ID	Particulars	DP ID	Client ID
NSDL NSE POOL A/C.	IN303913	10004747	NSDL MCX POOL A/C.	IN303913	10008718
NSDL BSE POOL A/C.	IN303913	10004755	Margin Pledge / Re-Pledge	IN303913	10008429

Date at New Delhi on this ____ **day of** _____ **Year** _____

WHAT THIS DDPI DOES NOT AUTHORISE

- It does **not** authorise any off-market transfer of your securities. Every off-market transfer requires a physical Delivery Instruction Slip signed by you, or an e-DIS, together with your OTP consent.
- It does **not** authorise the execution of any trade without your consent.
- It does **not** prohibit the issue of a Delivery Instruction Slip booklet to you, and it does **not** prohibit you from operating your own demat account.
- It does **not** permit us to merge balances across your accounts to nullify a debit, to open an e-mail address on your behalf, or to disclaim liability for an erroneous blocking of funds.
- Securities moved under this DDPI can only be moved to the trading member or clearing member pool account or to the Clearing Corporation demat account — never to any other account.
- The Depositories validate every pay-in instruction against your client-wise net delivery obligation received from the Clearing Corporation. An instruction that exceeds your obligation is rejected, and an excess quantity is only partially processed.

YOUR ALTERNATIVES AND YOUR RIGHT TO REVOKE

You may instead settle your delivery obligations using a **physical Delivery Instruction Slip** or **e-DIS**. A Power of Attorney is **no longer executed** for the settlement and margin purposes above. We will never compel you to execute a DDPI or a Power of Attorney, and we will not deny you services if you refuse. **You may revoke or cancel this DDPI at any time** by written notice.

This DDPI is executed on stamp paper of the value prescribed by the applicable Stamp Act, or is adequately stamped by way of e-stamping.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

Voluntary · funds only · SEBI circular of 16 June 2021, as amended on 06 January 2025

Running Account Authorisation

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

I / We deal through you as my / our stock broker in the segments I / we have opted for. So that I / we need not move funds to and from you for every settlement, I / we voluntarily authorise you to maintain a **running account of my / our funds only,** across the Exchanges and segments in which I / we trade through you, on the terms below.

Funds only. This authorisation covers my / our funds and nothing else. It does not authorise you to retain my / our securities. Securities I / we have paid for in full are credited directly to my / our demat account by the Clearing Corporation; securities I / we have not fully paid for are dealt with only under the unpaid-securities (CUSPA) framework; and securities are accepted as margin only by way of margin pledge / re-pledge in the depository system.

What you may retain on a settlement date. On each settlement date you will return my / our entire credit balance, except the funds you are permitted to retain under the norms of SEBI and the Exchanges in force on that date — at present, funds towards my / our end-of-day pay-in obligations and my / our margin liability across all segments, with additional margin of up to 125% of that margin liability. You will send me / us a retention statement, with an extract of my / our ledger, explaining every amount retained.

Use of my / our balance. My / our credit balance may be applied only to my / our own obligations, and may be moved between segments and Exchanges only for that purpose. It will never be used for, or adjusted against, the account of any other client, family member or group entity.

Bank guarantees and fixed deposit receipts. Periodic settlement does not apply to funds I / we have given you as collateral or margin in the form of a bank guarantee (BG) or a fixed deposit receipt (FDR).

Revocation. I / We may revoke this authorisation at any time, without giving any reason, by a signed letter or by an e-mail from my / our registered e-mail ID. The revocation takes effect when you receive it, and my / our credit balance is then settled in accordance with the applicable norms. If I / we do not give, or later revoke, this authorisation, funds due to me / us are paid within one working day of the pay-out.

No indemnity. This authorisation does not limit your liability, and I / we give no indemnity under it.

SETTLEMENT OF THE RUNNING ACCOUNT

Please settle my / our running account (tick one) ☐ **Monthly** ☐ **Quarterly**

The running account is settled on the dates stipulated in the annual calendar jointly issued by the Exchanges at the beginning of each financial year, after considering the end-of-day obligations of funds across all Exchanges. Settlement is made only by **actual payment into your bank account and never by a journal entry** . Where you hold a credit balance and have **not transacted for thirty calendar days** , the entire credit balance is returned on the upcoming **monthly** settlement date irrespective of the cycle you have chosen. You will receive an SMS and an e-mail on every settlement, and a retention statement within five working days. Please raise any dispute within thirty working days.

SIGNED BY YOU, AND DATED

This authorisation must be **signed by the client** — that is, by you or, for a non-individual, by your own authorised signatories. It **cannot** be signed by an Authorised Person of PCJ Holdings Pvt. Ltd. (our own exchange-registered agent) or by the holder of a Power of Attorney given by you. It must be dated.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

To be signed by the client personally

Client Defaulter, Name Mismatch and Mobile Number Declarations

These three declarations are **our own** forms, not documents prescribed by SEBI or the Exchanges, and this Part of the kit is voluntary. The defaulter declaration below repeats, in our own wording and for our own records, an undertaking you have already given in clause 1.2 of the Client Declaration in Part A of this kit; **clause 1.2 is the one that governs**. The name-mismatch declaration is needed only where your name differs between your PAN and your other documents, and the mobile number declaration only where you want trade confirmations by SMS. Sign only those that apply to you.

CLIENT DEFAULTER DECLARATION

I, _____ having PAN no. ____ do hereby declare that I have not been involved in any terrorist activity and I have not been declared as defaulter or my name is not appearing in defaulter database as per SEBI / Various Exchanges / Regulatory bodies / CIBIL (Credit Information Bureau of India Ltd.) etc. I further declare that the above mentioned declaration/statement is true and correct.

Client Name	Client Code	Signature	Date

[Note : To be signed by person himself/herself, not to be signed by his/her attorney / authorised person etc.]

DECLARATION FOR NAME MISMATCH

I hereby declare that

1. My name mentioned in PAN Card is

2. In additional ID Proof i.e. Voter Id / Passport / Driving License it is

3. In Bank A/c No.	it is

4. In	is this

Further I declare that the names mentioned in above details document pertains to me, therefore I request my account and make all payouts in the same name as mentioned in my bank proof. Thanks.

Name of the Client	Signature	Date

DECLARATION FOR MOBILE NUMBER

I, _____ having PAN No. ____ do hereby declare that my mobile no. is ____. Further, I authorize PCJ Holdings Pvt. Ltd. that the same may be used for giving me any information / alert / sms / call.

I/We hereby agree and give my/our consent for sending the trade confirmations via SMS and I/We have also understood that we will not receive the telephonic trade confirmations. I further declare that above mentioned statement is true and correct.

Name of the Client	Mobile No.	Signature	Date

Voluntary · standing instructions

Letter of Authority

To,
PCJ HOLDINGS PRIVATE LIMITED
803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001
Phone: +91-11-4351 2500 to 2504 Fax: +91-11-4707 2626 E-mail: pcjain@pcjholdings.in · Website: www.pcjholdings.in

VOLUNTARY STANDING INSTRUCTIONS

I / We deal through you as my / our stock broker. I / We give you the standing instructions below of my / our own free will. Each of them applies only to my / our own account and only from the date of this letter; nothing in this letter ratifies any earlier order or transaction.

1. **Orders.** Please accept orders placed by me / us in person, over the telephone or through the other modes you make available, without requiring a written order each time. Orders will be given only by me / us — for a non-individual, only by the persons authorised by its resolution or deed — and by no other person. You will keep the evidence of every order (a recorded telephone line, an e-mail or message from my / our registered e-mail ID or mobile number, the internet / mobile order log or a signed order slip) as required by SEBI and the Exchanges.
2. **My / our own funds across segments.** You may move my / our funds between segments and Exchanges within my / our own account, only to meet my / our own margin and settlement obligations.
3. **Charges.** You may debit my / our account with brokerage, statutory levies and the charges stated in the Tariff Sheet and the Schedule of Depository Charges in this kit, and with any revised charge only after the notice stated in the Tariff Sheet.
4. **Order and trade confirmation slips.** As a contract note carrying the order and trade numbers is issued to me / us for every trading day, you need not issue the order / trade confirmation slips generated from the trading terminal unless I / we ask for them in writing.
5. **Trading terminal.** I / We will not sublet, or extend to any other place or person, any trading terminal or connectivity provided to me / us without your prior written approval.

What this letter does not do. It does not authorise us to retain your securities or the pay-out of your securities; to pledge or deposit your securities or funds with any bank, non-banking financial company or other lender, or to raise funds against them; to use your funds or securities for any other client, family member or group entity; to send your contract notes otherwise than in the mode you have separately chosen in this kit; or to limit our liability or take an indemnity from you. Securities are accepted as margin only by way of margin pledge / re-pledge in the depository system, and your running account is governed only by the Running Account Authorisation.

This Letter of Authority is a voluntary document. You may revoke it at any time by a signed letter or by an e-mail from your registered e-mail ID. It does not override the Rights and Obligations of Stock Broker and Client, the Most Important Terms and Conditions or any circular of SEBI or the Exchanges; to the extent of any conflict, those documents prevail.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Place _____ **Date** _____

Voluntary · AMFI Master Circular for MF Distributors dated 14 January 2026

Mutual Fund Distribution Annexure

PCJ HOLDINGS PRIVATE LIMITED is registered with the Association of Mutual Funds in India as a mutual fund distributor under **ARN – 63632**. Complete this annexure only if you wish to transact in mutual funds through us.

VOLUNTARY — YOUR CHOICE

This is a **voluntary document**. You are under no obligation to sign it, and we will not deny you any service if you decline. It takes effect only on your explicit, separate signature, and you may revoke it at any time by writing to askus@pcjholdings.in.

1. ARN AND EUIN DISCLOSURE

	Details
AMFI Registration Number (ARN) of the distributor	ARN – 63632 · PCJ HOLDINGS PRIVATE LIMITED
Sub-distributor ARN, if any	
Employee Unique Identification Number (EUIN) of the employee, relationship manager or sales person who has advised you on this transaction	

Why the EUIN matters. The EUIN identifies the individual who advised you. It helps AMFI and the Asset Management Company address any complaint of mis-selling or inappropriate advice, even after that individual has left our organisation. Please insist that the EUIN box is completed on every mutual fund application.

Declaration where the EUIN box is left blank

Complete this declaration only where no EUIN has been entered above.

I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this is an "execution-only" transaction without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

Signature required against the EUIN-blank declaration above.

2. OUR UNDERTAKINGS TO YOU

- **We will not rebate or pass back commission to you** , and we will not attract your business by the inducement of a rebate, gift or gift voucher. This is prohibited by the AMFI Code of Conduct for Mutual Fund Distributors.
- **We disclose our conflicts of interest.** We earn trail commission from the Asset Management Companies whose schemes we distribute. The rate of commission varies between schemes and between AMCs. Financial incentive does not form the basis on which we bring any particular scheme to your attention, and we will disclose to you any conflict arising from the distribution of a scheme of a group, affiliate or associate entity.
- **We will seek suitability information from you** — your financial status, investment experience and investment objectives — as the AMFI Code of Conduct requires, and we will keep that information confidential. We provide an **execution-only** service and do not give investment advice; where we draw a scheme to your attention we will tell you the basis on which we have done so.
- **We will not churn your portfolio, split your applications or mis-sell**, and we will not share your data with any group company for cross-marketing.
- **Every sub-distributor we engage holds a valid ARN.**
- We comply with the AMFI Data Sharing Principles and with the applicable laws on personal data protection.

3. DIRECT PLAN AND REGULAR PLAN — YOUR ACKNOWLEDGEMENT

	Regular Plan	Direct Plan
How you invest	Through a distributor such as PCJ Holdings Pvt. Ltd.	Directly with the Asset Management Company, with no distributor
Expense ratio	Higher — it includes distributor commission	Lower — no distributor commission is embedded
Returns	Correspondingly lower than the Direct Plan of the same scheme	Correspondingly higher than the Regular Plan of the same scheme
Service	Distributor support, transaction execution and servicing	You transact and service the folio yourself

☐ I / We understand the difference between a Regular Plan and a Direct Plan, and I / we knowingly choose to invest through PCJ Holdings Pvt. Ltd. under the **Regular Plan**.

4. EXCHANGE PLATFORM TERMS — NSE MFSS AND BSE StAR MF

- PCJ Holdings Pvt. Ltd. is qualified as a Mutual Fund Intermediary on the NSE Mutual Fund Service System (MFSS) and the BSE StAR MF platform, and mutual fund orders placed by you may be routed through either platform.
- I / We agree to be bound by the circulars, rules and regulations issued by NSEIL, BSE Limited, SEBI and AMFI in relation to mutual fund transactions on those platforms, as amended from time to time.
- I / We am / are **wholly responsible for all my / our investment decisions** . PCJ Holdings Pvt. Ltd. provides an **execution-only** service on a best-efforts basis and does not provide investment advice in relation to mutual funds.
- I / We understand that **no compensation is payable from the Investor Protection Fund** of any Exchange in respect of a mutual fund transaction.
- I / We undertake to notify PCJ Holdings Pvt. Ltd. of any change in the information furnished for registration on these platforms, and to disclose any winding-up petition, insolvency proceeding or material litigation affecting me / us.
- I / We understand that units allotted are credited to my / our demat account or held in statement form as I / we elect, and that redemption proceeds are credited to my / our registered bank account.
- Where units are held in demat form and I / we have given a DDPI, purpose 4 of that DDPI covers mutual fund transactions executed on Stock Exchange order entry platforms.

5. RISK ACKNOWLEDGEMENT

Mutual fund investments are subject to market risks. Please read all scheme-related documents carefully before investing. Past performance is not indicative of future results. Neither PCJ Holdings Pvt. Ltd. nor any Asset Management Company guarantees or assures any return, and no scheme offers capital protection unless it is expressly structured and labelled as a capital protection oriented scheme by the Asset Management Company.

Signature	Signature	Signature
Sole / First Holder	**Second Holder**	**Third Holder**
Name	Name	Name

I / We have read and understood this annexure and agree to be bound by it.

PCJ HOLDINGS
ACCOUNT OPENING KIT

Booklet I

Formats

Model wording for the declarations that must be furnished on the letterhead of the applicant, and the documents that must accompany each.

- Board Resolution — trading account, and demat account
- Declaration by a Sole Proprietor
- Declaration by a Partnership Firm
- Declaration by the Guardian of a minor
- Declaration by an HUF
- Bank certification

Supporting declarations

Supporting Declarations

Complete the declaration that applies to you and submit it with this kit. Where a declaration applies to you it is **mandatory**, not optional.

A Declaration by Sole Proprietor (on letterhead of the firm)

Dear Sir,
I refer to the trading account opened with you in the name of _____ and declare and authorise you as under:
I recognise that a beneficiary account cannot be opened with a depository participant in the name of a sole proprietorship firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, I authorise you to recognise the beneficiary account No. _____ with depositary _____ having DP ID _____ opened in the name of the undersigned who is the sole proprietor of the firm.
I agree that the obligation for shares purchased and/or sold by the firm will be handled and completed through transfers to/from the above-mentioned account. I recognise and accept transfers made by you to the beneficiary account as complete discharge of obligations by you in respect of trade executed in the above trading account of the firm.
Further I, the undersigned, am the sole proprietor of the firm and am solely responsible for the liabilities thereof. I shall advise you in writing of any change that takes place in the constitution of the firm and I will be personally liable to you for all the obligations that the firm may incur in the course of dealings with you and undertake to personally discharge such liabilities.
Yours truly,

Documents for a sole proprietorship. A proprietorship account is opened in the name of the concern but is beneficially owned by you, and uses **your** Permanent Account Number and Officially Valid Document. In addition, please submit **any two** of the following in the name of the concern: registration certificate; GST registration; a licence issued by a municipal authority; a sales tax, VAT / CST or professional tax return; the Importer Exporter Code; a bank account statement in the name of the concern; or a certificate or registration document issued under the Shops and Establishment Act.

Name of the Sole Proprietor	PAN	Signature	Place	Date

B To be given by Guardian (in case of account opening for minor)

(This letter is to be signed only if the client is a minor.)
Dear Sir,
This is with reference to the above account opened in the name of Master/Ms. _____ (A/c. _____) (name of the minor) with you for the purpose of dealing in securities on the stock exchange(s).
With reference to the said aforementioned trading account, you are requested to kindly accept or receive funds/securities from and make payment of funds/transfer of securities to the account of my son/daughter, Master/Ms _____, as per the details given for all dealings in the said trading account:

BANK DETAILS		DP DETAILS	
Bank Account No.		CLIENT ID No.	
Bank Name		DP ID No.	
Branch		DP Name	

Kindly do the needful.

Thanking you,

Yours faithfully,

Name of Constituent/Guardian	Address	Signature

A minor's account. A minor may hold a demat account, operated by the guardian, and may sell securities received by way of transmission, gift, an initial public offer or a corporate action. A minor **cannot** trade in the equity, currency or commodity derivatives segments, and cannot be a joint holder. On attaining majority a fresh account opening form, KYC and specimen signature must be submitted before the account can be operated.

Name of the Guardian	PAN	Signature	Place	Date

C Nomination of a Person Authorised to Transact on Incapacitation

I, _____, holder of trading account (UCC) _____ and demat account (BO ID) _____, hereby nominate Mr. / Ms. _____ (address _____, PAN _____, relationship _____) as the person authorised to transact on my behalf in the said accounts in the event of my physical incapacitation. This authorisation takes effect only on production of the documents that PCJ Holdings Pvt. Ltd. and the Depository require in evidence of the incapacitation, and I may revoke it at any time in writing. I confirm that this nomination is separate from, and does not affect, the nomination of a nominee to receive my assets on my demise.

WHY THIS IS OFFERED

This facility is offered under **Regulation 60A(2) of the SEBI (Depositories and Participants) Regulations, 2018**, which requires every Participant to offer an account holder the option to nominate a person authorised to conduct transactions on the holder's behalf in the event of the holder's incapacitation. It is entirely voluntary. Please write to help@pcjholdings.in if you wish to use it.

Name of the Account Holder	PAN	Signature	Place	Date

Name of the authorised person (acceptance)	PAN	Signature	Place	Date

PCJ HOLDINGS
ACCOUNT OPENING KIT

Booklet I

Instructions

The instructions and check lists referred to throughout the form, and the code lists the Central KYC form asks you to use.

- Instructions / check list for filling the KYC form
- State / U.T codes as per the Indian Motor Vehicle Act, 1988
- ISO 3166 two-character country codes

Referred to in the Central KYC Registry form

State / U.T and Country Codes

The Central KYC Registry form asks for two-character codes. Use the code from the list below exactly as printed, one character to a box.

LIST OF TWO-DIGIT STATE / U.T CODES

as per the Indian Motor Vehicle Act, 1988

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

LIST OF ISO 3166 TWO-CHARACTER COUNTRY CODES

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

PCJ HOLDINGS
ACCOUNT OPENING KIT

Booklet II

Client Copy

The documents you retain. Prescribed by SEBI, the Stock Exchanges and the Depository, and binding on you and on us — no voluntary clause may dilute them.

- Rights and Obligations of Stock Broker and Client
- Rights and Obligations of Beneficial Owner and Depository Participant
- Risk Disclosure Document for Capital Market and Derivatives Segments
- Guidance Note — Do's and Don'ts for trading on the Exchange
- Policies and Procedures
- Undertaking / Authorization
- Investor Charter for Depositories and Depository Participants
- Investor Charter for Stock Brokers

Mandatory document ·SEBI Master Circular Annexure-9

Rights and Obligations of Stock Broker and Client

As prescribed by SEBI and the Stock Exchanges. This document is **mandatory and binding** on the stock broker and on every client. Additional rights and obligations applicable to internet and wireless technology based trading are set out at the end of this document.

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, 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.

CLIENT INFORMATION

6. 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.
7. 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.
8. 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.
9. The stock 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

10. 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.
11. 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

12. 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.
13. 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.
14. 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.
15. 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).
16. 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

17. 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

18. 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.
19. 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. 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

20. The stock broker shall provide the client with the relevant contact details of the concerned Exchanges and SEBI.
21. 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.
22. The client and the stock broker shall refer any claims and/or disputes with respect to deposits, margin money, etc., to conciliation/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.
23. The stock broker shall ensure faster settlement of any dispute through conciliation/arbitration proceedings arising out of the transactions entered into between him vis-à-vis the client and he shall be liable to implement the conciliation report/settlement agreement /arbitration awards made in such proceedings.

24. 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

25. 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.
26. The stock 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.

ADDITIONAL RIGHTS AND OBLIGATIONS

27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. The stock broker / stock broker and depository participant shall not directly /indirectly compel the 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.

ELECTRONIC CONTRACT NOTES (ECN)

35. 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.
36. 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.
37. 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.

ELECTRONIC CONTRACT NOTES (ECN)

Clause numbering below restarts at 1. and runs to 8., after which the sequence resumes at 38. This is how the clauses are numbered in SEBI's own prescribed text (Master Circular for Stock Brokers, printed pages 276–277) and is reproduced here without alteration. Where this document is cross-referred, cite the clause number together with the heading it sits under.

1. 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.
2. 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 either a physical contract note to the client or an ECN through electronic instant messaging services within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
3. 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

4. In addition to the specific rights set out in this document, the stock 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.
5. 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.
6. The stock broker and the client shall abide by conciliation report/settlement agreement/arbitration award passed by the conciliator/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.
7. 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.
8. 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.
38. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

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

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

1. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person 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.

YOUR RIGHT TO REFUSE A DDPI OR POA

Clause 34 is reproduced for emphasis: the stock broker / stock broker and depository participant shall not directly or indirectly compel the client to execute a Power of Attorney (PoA) or a Demat Debit and Pledge Instruction (DDPI), or deny services to the client if the client refuses to execute a PoA or a DDPI.

ACKNOWLEDGEMENT

I / We have read, understood and received a copy of the Rights and Obligations of Stock Broker and Client.

Sole / First Holder	Second Holder	Third Holder

Mandatory document · Master Circular for Depositories, Annexure 3

Rights and Obligations of Beneficial Owner and Depository Participant

As prescribed by SEBI and the Depositories. This common document **replaces the erstwhile Beneficial Owner – Depository Participant agreement** and is mandatory and binding on all existing and new clients and on the Depository Participant.

GENERAL CLAUSE

1. The Beneficial Owner (BO) and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, Securities and Exchange Board of India (Depositories and Participants) Regulations, 2018 (DP Regulations), rules and regulations of Securities and Exchange Board of India (SEBI), circulars/notifications/guidelines issued there under, bye laws and business rules/operating instructions issued by the depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

BENEFICIAL OWNER INFORMATION

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

FEES/CHARGES/TARIFF

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

DEMATERIALIZATION

8. The BO 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 BOs and securities of each BO shall be segregated and shall not be mixed up with the securities of other BOs and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the BO 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, DP Regulations 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 BO only on the basis of an order, instruction, direction or mandate duly authorized by the BO and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The BO reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.

STATEMENT OF ACCOUNT

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

MANNER OF CLOSURE OF DEMAT ACCOUNT

17. The DP shall have the right to close the demat account of the BO, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the BO as well as to the Depository. Similarly, the BO 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 BO shall specify whether the balances in their demat account should be transferred to another demat account of the BO held with another DP or to rematerialize the security balances held.
18. Based on the instructions of the BO, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the BO or the DP and shall continue to bind the parties to their satisfactory completion.

DEFAULT IN PAYMENT OF CHARGES

19. In event of BO 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 BO, the DP may charge interest at a rate as specified by the depository from time to time for the period of such default.
20. In case the BO 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 BO shall have the right to stop processing of instructions of the BO till such time he makes the payment along with interest, if any.

LIABILITY OF THE DEPOSITORY

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

FREEZING/ DEFREEZING OF ACCOUNTS

22. The BO may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the bye laws and business rules/operating instructions.

23. The DP or the depository shall have the right to freeze/defreeze the accounts of the BOs on receipt of instructions received from any regulator or court or any statutory authority.

REDRESSAL OF INVESTOR GRIEVANCE

24. The DP shall redress all grievances of the BO against the DP within a period of twenty one days from the date of receipt of the complaint.

AUTHORIZED REPRESENTATIVE

25. If the BO 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 DP. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the DP.

LAW AND JURISDICTION

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

THREE CLAUSES WORTH REMEMBERING

No charges are payable for the opening of a demat account (clause 5), and not less than **thirty days' written notice** will be given before any increase in the schedule of charges (clause 7). All your grievances will be redressed within **twenty-one days** (clause 24).

ACKNOWLEDGEMENT

I / We have read, understood and received a copy of the Rights and Obligations of Beneficial Owner and Depository Participant.

Sole / First Holder	Second Holder	Third Holder

NSDL BUSINESS RULES — ANNEXURE K: PROVISIONS APPLICABLE TO YOUR NSDL ACCOUNT

NSDL circular NSDL/POLICY/2026/0094 dated 29 June 2026

The Rights and Obligations above reproduce, without alteration, the common document prescribed under the SEBI Master Circular for Depositories. NSDL has amended the corresponding Annexure K of its Business Rules; the following provisions of the amended Annexure K additionally apply to your demat account held with us as a Participant of NSDL:

- Execution of non-pay-in instructions. The Participant shall execute "non-pay-in" instructions not later than the next working day after they are submitted by the Beneficial Owner. Where the submission date and the execution date are the same, the Participant may execute the instruction on the same day at the Beneficial Owner's risk, on a best-effort basis.
- Freezing of jointly held accounts under statutory orders. Where an order of a regulator, court or statutory authority freezes the holdings of one joint holder, the entire demat account stands frozen. The other joint holder(s) may have the account unfrozen to the extent of their percentage of joint ownership only on a specific order from the authority that issued the freezing order.

All other provisions of the amended Annexure K correspond to the clauses set out above.

Mandatory document ·SEBI Master Circular Annexure-10

Uniform Risk Disclosure Document

For the Capital Market and Derivatives segments of all Exchanges. **Please read this document carefully before you begin to trade.** It does not disclose all of the risks and other significant aspects of trading — in the light of the varied risks involved, you should undertake transactions only if you understand the nature of the contractual relationship into which you are entering and the extent of your exposure to risk.

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.

RISK DISCLOSURES ON DERIVATIVES

prescribed by SEBI — Master Circular Annexure-23

- **9 out of 10 individual traders in equity Futures and Options Segment, incurred net losses.**
- **On an average, loss makers registered net trading loss close to ₹ 50,000.**
- **Over and above the net trading losses incurred, loss makers expended an additional 28% of net trading losses as transaction costs.**
- **Those making net trading profits, incurred between 15% to 50% of such profits as transaction cost.**

Source: SEBI study "Analysis of Profit and Loss of Individual Traders dealing in Equity F&O Segment", 25 January 2023. In its subsequent study covering FY 2024-25, SEBI found that the pattern has persisted — about 91% of individual traders in the equity derivatives segment incurred net losses, with aggregate net losses of roughly ₹1.05 lakh crore . The four statements above are the wording currently prescribed by SEBI and are reproduced without alteration.

ACKNOWLEDGEMENT

I / We have read, understood and received a copy of the Uniform Risk Disclosure Document.

Sole / First Holder	Second Holder	Third Holder

Mandatory for the commodity derivatives segment

Commodity Derivatives Annexure

Applicable only if you have opted for the Commodity Derivatives segment. Contains the **Rights and Obligations of Members, Authorised Persons and Clients**, the commodity **Risk Disclosure Document**, the **Additional Risk Disclosure Document for Options on Commodity Futures** and the commodity **Do's and Don'ts**. The clauses relating to the statement of accounts and the margin statement have been modified as directed by SEBI in Annexure-42 to the Master Circular for Stock Brokers.

COMMODITY DERIVATIVES SEGMENT — CLIENT DOCUMENTS

(A) RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORISED PERSONS AND CLIENTS

RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORIZED PERSONS AND CLIENTS *as prescribed by SEBI and Commodity Exchanges*

1. The client shall invest/trade in those commodities /contracts/other instruments admitted to dealings on the Exchanges as defined in the Rules, Byelaws and Business Rules/ Regulations of Exchanges/SEBI and circulars/notices issued there under from time to time.
2. The Member, Authorized Person and the client shall be bound by all the Rules, Byelaws and Business Rules 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 himself of the capacity of the Member to deal in commodities and/or deal in derivatives contracts and wishes to execute its orders through the Member and the client shall from time to time continue to satisfy itself of such capability of the Member before executing orders through the Member.
4. The Member 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 Member shall take steps to make the client aware of the precise nature of the Member's liability for business to be conducted, including any limitations, the liability and the capacity in which the Member acts.
6. Requirements of professional diligence
    a. The Member must exercise professional diligence while entering into a financial contract or discharging any obligations under it.
    b. "professional diligence" means the standard of skill and care that a Member would be reasonably expected to exercise towards a Client, commensurate with-
        i. honest market practice;
        ii. the principle of good faith;
        iii. level of knowledge, experience and expertise of the Client;
        iv. the nature and degree of risk embodied in the financial product* or financial service being availed by the Client; and
        v. the extent of dependence of the Client on the Member.

*Commodity derivative contract

7. The Authorized Person shall provide necessary assistance and co-operate with the Member in all its dealings with the client(s).

CLIENT INFORMATION

8. The client shall furnish all such details in full as are required by the Member in "Account Opening Form" with supporting details, made mandatory by commodity exchanges/SEBI from time to time.
9. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the Member shall be non-mandatory; therefore, subject to specific acceptance by the client.
10. The client shall immediately notify the Member 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 Member on a periodic basis.
11. A. Protection from unfair terms in financial contracts
    a. An unfair term of a non-negotiated contract will be void.
    b. A term is unfair if it –
        i. causes a significant imbalance in the rights and obligations of the parties under the financial contract, to the detriment of the Client; and
        ii. is not reasonably necessary to protect the legitimate interests of the Member.
    c. The factors to be taken into account while determining whether a term is unfair, include –
        i. the nature of the financial product or financial service dealt with under the financial contract;
        ii. the extent of transparency of the term;
        iii. the extent to which the term allows a Client to compare it with other financial contracts for similar financial products or financial services contracts offered by commodity exchanges; and
        iv. the financial contract as a whole and the terms of any other contract on which it is dependent.
    d. A term is transparent if it –
        i. is expressed in reasonably plain language that is likely to be understood by the Client;
        ii. is legible and presented clearly; and
        iii. is readily available to the Client affected by the term.
    e. If a term of a financial contract is determined to be unfair under point 11.A.c, the parties will continue to be bound by the remaining terms of the financial contract to the extent that the financial contract is capable of enforcement without the unfair term.

11.B.

    a. "Non-negotiated contract" means a contract whose terms, other than the terms contained in point 11.C. (given below) are not negotiated between the parties to the financial contract and includes –
        i. a financial contract in which, relative to the Client, the Member has a substantially greater bargaining power in determining terms of the financial contract; and
        ii. a standard form contract.
    b. "Standard form contract" means a financial contract that is substantially not negotiable for the Client, except for the terms contained in point 11.C.
    c. Even if some terms of a financial contract are negotiated in form, the financial contract may be regarded as a non-negotiated contract if so indicated by –
        i. an overall and substantial assessment of the financial contract; and
        ii. the substantial circumstances surrounding the financial contract
    d. In a claim that a financial contract is a non-negotiated contract, the onus of demonstrating otherwise will be on the Member.

    11. C.

    a. The above does not apply to a term of a financial contract if it –
        i. defines the subject matter of the financial contract;
        ii. sets the price that is paid, or payable, for the provision of the financial product or financial service under the financial contract and has been clearly disclosed to the Client; or
        iii. is required, or expressly permitted, under any law or regulations.
    b. The exemption under point 11.C does not apply to a term that deals with the payment of an amount which is contingent on the occurrence or non-occurrence of any particular event.
12. The Member and Authorized Person 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 Member may so disclose information about his client to any person or authority with the express permission of the client.
13. A. Protection of personal information and confidentiality
    a. "Personal information" means any information that relates to a Client or allows a Client's identity to be inferred, directly or indirectly, and includes –
        i. name and contact information;
        ii. biometric information, in case of individuals
        iii. information relating to transactions in, or holdings of, financial products
        iv. information relating to the use of financial services; or

v. such other information as may be specified.

13. B.

a. A Member must –

i. not collect personal information relating to a Client in excess of what is required for the provision of a financial product or financial service;

ii. maintain the confidentiality of personal information relating to Clients and not disclose it to a third party, except in a manner expressly permitted under point 13.B.b.;

iii. make best efforts to ensure that any personal information relating to a Client that it holds is accurate, up to date and complete;

iv. ensure that Clients can obtain reasonable access to their personal information, subject to any exceptions that the Regulator may specify; and

v. allow Clients an effective opportunity to seek modifications to their personal information to ensure that the personal information held by the Member is accurate, up to date and complete.

b. A Member may disclose personal information relating to a Client to a third party only if –

i. it has obtained prior written informed consent of the Client for the disclosure, after giving the Client an effective opportunity to refuse consent;

ii. the Client has directed the disclosure to be made;

iii. the Regulator has approved or ordered the disclosure, and unless prohibited by the relevant law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;

iv. the disclosure is required under any law or regulations, and unless prohibited by such law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;

v. the disclosure is directly related to the provision of a financial product or financial service to the Client, if the Member –

1. informs the Client in advance that the personal information may be shared with a third party; and

2. makes arrangements to ensure that the third party maintains the confidentiality of the personal information in the same manner as required under this Part; or

vi. the disclosure is made to protect against or prevent actual or potential fraud, unauthorised transactions or claims, if the Member arranges with the third party to maintain the confidentiality of the personal information in the manner required under this Part.-

c. "Third party" means any person other than the concerned Member, including a person belonging to the same group as the Member.

14. A. Requirement of fair disclosure both initially and on continuing basis

a. Member must ensure fair disclosure of information that is likely to be required by a Client to make an informed transactional decision.

b. In order to constitute fair disclosure, the information must be provided –

i. sufficiently before the Client enters into a financial contract, so as to allow the Client reasonable time to understand the information;

ii. in writing and in a manner that is likely to be understood by a Client belonging to a particular category; and

iii. in a manner that enables the Client to make reasonable comparison of the financial product or financial service with other similar financial products or financial services.

c. The types of information that must be disclosed to a Client in relation to a financial product or financial service, which may include information regarding –

i. main characteristics of the financial product or financial service, including its features, benefits and risks to the Client;

ii. consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;

iii. existence, exclusion or effect of any term in the financial product or financial contract;

iv. nature, attributes and rights of the Member, including its identity, regulatory status and affiliations;

v. contact details of the Member and the methods of communication to be used between the Member and the Client;

vi. rights of the Client to rescind a financial contract within a specified period; or

vii. rights of the Client under any law or regulations.

14. B.

a. Member must provide a Client that is availing a financial product or financial service provided by it, with the following continuing disclosures –

i. any material change to the information that was required to be disclosed under point 14.A at the time when the Client initially availed the financial product or financial service;

ii. information relating to the status or performance of a financial product held by the Client, as may be required to assess the rights or interests in the financial product or financial service; and

iii. any other information that may be specified.

b. A continuing disclosure must be made –

i. within a reasonable time-period from the occurrence of any material change or at reasonable periodic intervals, as applicable; and

ii. in writing and in a manner that is likely to be understood by a Client belonging to that category.

MARGINS

15. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the Member 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 Member is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange or SEBI) and the client shall be obliged to pay such margins within the stipulated time.

16. 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

17. The client shall give any order for buy or sell of commodities derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the Member however ensuring the regulatory requirements in this regard are complied with. TheMember shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.

18. The Member 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 commodity exchange where the trade is executed.

19. The Member shall ensure that the money 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 Member for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, circulars, notices, guidelines of SEBI and/or Rules, Business Rules, Bye-laws, circulars and notices of Exchange.

20. 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, Member shall be entitled to cancel the respective contract(s) with client(s).

21. The transactions executed on the Exchange are subject to Rules, Byelaws and Business Rules 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 Business Rules of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Business Rules of the Exchanges and the circulars/notices issued thereunder.

BROKERAGE

22. The Client shall pay to the Member 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 Member renders to the Client. The Member shall not charge brokerage more than the maximum brokerage permissible as per the Rules, Business Rules and Bye-laws of the relevant commodity exchanges and/or Rules of SEBI.

LIQUIDATION AND CLOSE OUT OF POSITION

23. Without prejudice to the Member's other rights (including the right to refer a matter to arbitration), the client understands that the Member 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.

24. 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 commodities which the client has ordered to be bought or sold, Member 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/commodities in favor of a Nominee shall be valid discharge by the Member against the legal heir.

DISPUTE RESOLUTION

25. The Member shall co-operate in redressing grievances of the client in respect of all transactions routed through it.

26. The client and the Member shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Business Rules of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.

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

28. Requirement for each Member to have an effective grievance redress mechanism which is accessible to all its Clients

- **a.** A Member must have in place an effective mechanism to receive and redress complaints from its Clients in relation to financial products or financial services provided by it, or on its behalf, in a prompt and fair manner.
- **b.** A Member must inform a Client, at the commencement of relationship with the Client and at such other time when the information is likely to be required by the Client, of –
  - **i.** the Client's right to seek redress for any complaints; and
  - **ii.** the processes followed by the Member to receive and redress complaints from its Clients.

29. A. Suitability of advice for the Client Right to receive advice that is suitable taking into account the relevant personal circumstances of the Client, such as the Clients financial circumstances and needs. This obligation would apply to persons who render advice to Clients and the regulator may specify categories of financial products and service that necessarily require such advice to be given.

- **a.** A Member must –
  - **i.** make all efforts to obtain correct and adequate information about the relevant personal circumstances of a Client; and
  - **ii.** ensure that the advice given is suitable for the Client after due consideration of the relevant personal circumstances of the Client.
- **b.** If it is reasonably apparent to the Member that the available information regarding the relevant personal circumstances of a Client is incomplete or inaccurate, the Member must warn the Client of the consequences of proceeding on the basis of incomplete or inaccurate information.
- **c.** If a Client intends to avail of a financial product or financial service that the Member determines unsuitable for the Client, the Member –
  - **i.** must clearly communicate its advice to the Client in writing and in a manner that is likely to be understood by the Client; and
  - **ii.** may provide the financial product or financial service requested by the Client only after complying with point 29.A.a and obtaining a written acknowledgement from the Client.

30. Dealing with conflict of interest In case of any conflict between the interests of a Client and that of the Member, preference much be given to the Client interests.

- **a.** A member must –
  - **i.** provide a Client with information regarding any conflict of interests, including any conflicted remuneration that the Member has received or expects to receive for making the advice to the Client; and
  - **ii.** give priority to the interests of the Client if the Member knows, or reasonably ought to know, of a conflict between –
  - **1.** its own interests and the interests of the Client; or
  - **2.** the interests of the concerned Member and interests of the Client, in cases where the Member is a financial representative.
- **b.** The information under point 16a.i. must be given to the Client in writing and in a manner that is likely to be understood by the Client and a written acknowledgement of the receipt of the information should be obtained from the Client.
- **c.** In this section, "conflicted remuneration" means any benefit, whether monetary or non-monetary, derived by a Member from persons other than Clients that could, under the circumstances, reasonably be expected to influence the advice given by the Member to a Client.

TERMINATION OF RELATIONSHIP

31. This relationship between the Member and the client shall be terminated; if the Member for any reason ceases to be a member of the commodity exchange including cessation of membership by reason of the Member's default, death, resignation or expulsion or if the certificate is cancelled by the Exchange.

32. The Member, Authorized Person 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.

33. In the event of demise/insolvency of the Authorized Person or the cancellation of his/its registration with the Board or/withdrawal of recognition of the Authorized Person by the commodity exchange and/or termination of the agreement with the Authorized Person by the Member, 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 Member and all clauses in the 'Rights and Obligations' document(s) governing the Member, Authorized Person and client shall continue to be in force as it is, unless the client intimates to the Member his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

ADDITIONAL RIGHTS AND OBLIGATIONS

34. The Member and client shall reconcile and settle their accounts from time to time as per the Rules, Business Rules, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.

35. The Member shall issue a contract note to his clientsfor 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 Member shall send contract notes to the investors within 24 hours of the execution of the trades in hard copy and/or in electronic form using digital signature.

36. The Member shall make pay out of funds or delivery of commodities as per the Exchange Rules, Bye-Laws, Business Rules and Circulars, as the case may be, to the Client on 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.

37. The Member shall send a complete `Statement of Accounts' for both funds and commodities 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.

38. The Member shall send margin statements to the clients on daily basis. 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, warehouse receipts, securities etc.

39. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with Member 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.

40. In case, where a member surrenders his/ her/ its membership, Member gives a public notice inviting claims, if any, from investors. In case of a claim relating to transactions executed on the trading system of the Exchange, ensure that client lodge a claim with the Exchange within the stipulated period and with the supporting documents.

41. A. Protection from unfair conduct which includes misleading conduct & abusive conduct

- **a.** Unfair conduct in relation to financial products or financial services is prohibited.
- **b.** "Unfair conduct" means an act or omission by a Member or its financial representative that significantly impairs, or is likely to significantly impair, the ability of a Client to make an informed transactional decision and includes –
  - **i.** misleading conduct under point 41.B
  - **ii.** abusive conduct under point 41.C
  - **iii.** such other conduct as may be specified.

41. B.

- **a.** Conduct of a Member or its financial representative in relation to a determinative factor is misleading if it is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise, and the conduct involves –
  - **i.** providing the Client with inaccurate information or information that the Member or financial representative does not believe to be true; or
  - **ii.** providing accurate information to the Client in a manner that is deceptive.
- **b.** In determining whether a conduct is misleading under point 41.B.a, the following factors must be considered to be "determinative factors" –
  - **i.** the main characteristics of a financial product or financial service, including its features, benefits and risks to the Client;
  - **ii.** the Client's need for a particular financial product or financial service or its suitability for the Client;
  - **iii.** the consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
  - **iv.** the existence, exclusion or effect of any term in a financial contract, which is material term in the context of that financial contract;

v. the nature, attributes and rights of the Member, including its identity, regulatory status and affiliations; and
vi. the rights of the Client under any law or regulations.

41. C.

a. A conduct of a Member or its financial representative in relation to a financial product or financial service is abusive if it –
   i. involves the use of coercion or undue influence; and
   ii. causes or is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise.

b. In determining whether a conduct uses coercion or undue influence, the following must be considered –
   i. the timing, location, nature or persistence of the conduct;
   ii. the use of threatening or abusive language or behavior;
   iii. the exploitation of any particular misfortune or circumstance of the Client, of which the Member is aware, to influence the Client's decision with regard to a financial product or financial service;
   iv. any non-contractual barriers imposed by the Member where the Client wishes to exercise rights under a financial contract, including –
   v. the right to terminate the financial contract;
   vi. the right to switch to another financial product or another Member and
   vii. a threat to take any action, depending on the circumstances in which the threat is made.

ELECTRONIC CONTRACT NOTES (ECN)

42. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id (created by the client) to the Member(Kindly refer Appendix A of . Member shall ensure that all the rules/Business Rule/Bye-Laws/ circulars issued from time to time in this regard are complied with. The client shall communicate to the Member 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.
43. The Member shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamperable 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.
44. The client shall note that non-receipt of bounced mail notification by the Member shall amount to delivery of the contract note at the e-mail ID of the client.
45. The Member 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/circulars/guidelines issued by SEBI/Commodity 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 Member for the specified period under the extant rules/circulars/guidelines issued by SEBI/Commodity 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 Member shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time periodunder the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges.
46. The Member 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 Member shall send a physical contract note to the client within the stipulated time under the extant Regulations/ Rules, Bye-Laws, Business Rules and Circulars of SEBI/commodity exchanges and maintain the proof of dispatch and delivery of such physical contract notes.
47. In addition to the e-mail communication of the ECNs to the client, the Member 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.
48. The Electronic Contract Note (ECN) declaration form obtained from the Client who opts to receive thecontract note in electronic form. This declaration will remain valid till it is revoked by the client.

LAW AND JURISDICTION

49. In addition to the specific rights set out in this document, the Member, Authorised Person and the client shall be entitled to exercise any other rights which the Member or the client may have under the Rules, Bye-laws and Business Rules of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules of SEBI.
50. The provisions of this document shall always be subject to Government notifications, any rules, guidelines and circulars/notices issued by SEBI and Circulars, Rules, Business Rules and Bye laws of the relevant commodity exchanges, where the trade is executed, that may be in force from time to time.
51. The Member 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, if either party is not satisfied with the arbitration award.
52. 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/Business Rules and circulars/notices issued thereunder of the Exchanges/SEBI.
53. All additional voluntary/non-mandatory clauses/document added by the Member should not be in contravention with Rules/ Business Rules/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.
54. If the rights and obligations of the parties hereto are altered by virtue of change in Rules of SEBI or Bye-laws, Rules and Business Rules of the relevant commodity 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.
55. Members are required to send account statement to their clients every month.

INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY MEMBERS 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. Member is eligible for providing Internet based trading (IBT) and commodities 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 Member shall comply with all requirements applicable to internet based trading/commodities 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 commodities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for commodities trading through use of wireless technology. The Member shall provide the Member's IBT Service to the Client, and the Client shall avail of the Member's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Member's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The Member shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with commodities trading through wireless technology/internet or any other technology should be brought to the notice of the client by the Member.
4. The Member shall make the client aware that the Member'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 Member'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/ commodities 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 Member
6. The Client shall immediately notify the Member in writing if he forgets his password, discovers security flaw in Member'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/ commodities 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 Member 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 Member 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 Member and the Exchange do not make any representation or warranty that the Member'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 Member on account of any suspension, interruption, non-availability or malfunctioning of the Member'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/Members/Exchange end for any reason beyond the control of the Member/Exchanges.

(B) RISK DISCLOSURE DOCUMENT

RISK DISCLOSURE DOCUMENT The Exchange does not expressly or impliedly, guarantee nor make any representation concerning the completeness, the adequacy or accuracy of this disclosure documents nor has the Exchange endorsed or passed any merits of participating in the Commodity Derivatives market/trading. This brief statement does not disclose all of the risks and other significant aspects of trading. You should, therefore, study derivatives trading carefully before becoming involved in it.

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

You must know and appreciate that investment in commodity futures contracts/ derivatives or other instruments traded on the Commodity Exchange(s), 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 the Exchange and suffer adverse consequences or loss, you shall be solely responsible for the same and the Exchange shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take the plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned member. The Client 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 commodity derivatives being traded on the Exchange.

It must be clearly understood by you that your dealings on the Exchange through a member shall be subject to your fulfilling certain formalities set out by the member, which may, inter alia, include your filing the know your client form and are subject to Rules, Byelaws and Business Rules of the Exchange guidelines prescribed by SEBI from time to time and circulars as may be issued by the Exchange from time to time.

The Exchange 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 member of the Exchange and/ or third party based on any information contained in this document. Any information contained in this document must not be construed as business advice/investment 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, you should be aware of or must get acquainted with the following:-

1. Basic Risks involved in the trading of Commodity Futures Contracts and other Commodity Derivatives Instruments on the Exchange.

i. Risk of Higher Volatility

Volatility refers to the dynamic changes in price that commodity derivative contracts undergo when trading activity continues on the Commodity Exchange. Generally, higher the volatility of a commodity derivatives contract, greater is its price swings. There may be normally greater volatility in thinly traded commodity derivatives contracts than in actively traded commodities/ 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 real losses.

ii. Risk of Lower Liquidity

a. Liquidity refers to the ability of market participants to buy and/ or sell commodity derivative contract expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the number 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 commodity derivatives contracts swiftly and with minimal price difference and as a result, investors are more likely to pay or receive a competitive price for commodity derivative contracts purchased or sold. There may be a risk of lower liquidity in some commodity derivative contracts as compared to active commodity derivative 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.

b. Buying/ Selling without intention of giving and/ or taking delivery of certain commodities may also result into losses, because in such a situation, commodity derivative contracts may have to be squared-off at a low/ high prices, compared to the expected price levels, so as not to have any obligation to deliver/ receive such commodities.

iii. Risk of Wider Spreads

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

iv. Risk-reducing orders

a. Most of the Exchanges have a facility for investors to place "limit orders", "stop loss orders" etc. Placing of such 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.

b. 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 commodity derivatives contract.

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

d. A stop loss order is generally placed "away" from the current price of a commodity derivatives contract, and such order gets activated if and when the 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 contract approaches 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 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.

v. Risk of News Announcements

a. Traders/Manufacturers make news announcements that may impact the price of the commodities and/or commodity derivatives contracts. These announcements 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 commodity/ commodity derivatives contract.

vi. Risk of Rumours

a. Rumours about the price of a commodity at times float in the market through word of mouth, newspaper, websites or news agencies, etc., the investors should be wary of and should desist from acting on rumours.

vii. System Risk

a. 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.

b. 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 execution of order and its confirmation.

c. 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 commodity due to any action on account of unusual trading activity or price hitting circuit filters or for any other reason.

viii. System/ Network Congestion

a. Trading on the Exchange is in electronic mode, based on satellite/ leased line 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 the control of 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 Futures Commodity Derivatives are concerned, please note and get yourself acquainted with the following additional features:-

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

a. The amount of margin is small relative to the value of the commodity derivatives contract so the transactions are 'leveraged' or 'geared'. Commodity Derivatives trading, which is conducted with a relatively small amount of margin, provides the possibility of great profit or loss in comparison with the principal investment amount. But transactions in commodity derivatives carry a high degree of risk. You should therefore completely understand the following statements before actually trading in commodity derivatives contracts and also trade with caution while taking into account one's circumstances, financial resources, etc.

b. Trading in Futures Commodity Derivatives involves daily settlement of all positions. Every day the open positions are marked to market based on the closing price. If the closing price has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This margin will have to be paid within a stipulated time frame, generally before commencement of trading on the next day.

c. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the Member of the Exchange may liquidate/square-up a part of or the whole position. In this case, you will be liable for any losses incurred due to such square-up/ Close Outs.

d. Under certain market conditions, an Investor may find it difficult or impossible to execute the 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.

e. Steps, such as, changes in the margin rate, increase in the cash margin rate etc. may be adopted in order to maintain market stability. These new measures may be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.

f. You must ask your Member of the Exchange to provide the full details of the commodity derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

3. TRADING THROUGH WIRELESS TECHNOLOGY OR ANY OTHER TECHNOLOGY:

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with commodities trading through wireless technology or any other technology should be brought to the notice of the client by the member.

4. General

i. Deposited cash and property:

You should familiarize yourself with the protections accorded to the money or other property you deposit particularly in the event of a firm become insolvent or bankrupt. The extent to which you may recover your money or property may be governed by specific legislation or local rules. In some jurisdictions, property, which has been specifically identifiable as your own, will be pro-rated in the same manner as cash for purposes of distribution in the event of a shortfall. In case of any dispute with the Member of the Exchange, the same shall be subject to arbitration as per the Rules, Bye-laws and Business Rules of the Exchange.

ii. Commission and other charges:

Before you begin to trade, you should obtain a clear explanation of all commissions, fees and other charges for which you will be liable. These charges will affect your net profit (if any) or increase your loss.

iii. For the rights and obligations of Members, Authorised Persons and clients, please refer to section (A) of this Commodity Derivatives Annexure.

iv. The term 'Constituent' shall mean and include a Client, a Customer or an Investor, who deals with a member for the purpose of trading in the commodity derivatives through the mechanism provided by the Exchange.

v. The term 'member' shall mean and include a Trading Member or a Member/Broker, who has been admitted as such by the Exchange and got a registration certificate from SEBI.

(C) ADDITIONAL RISK DISCLOSURE DOCUMENT FOR OPTIONS ON COMMODITY FUTURES

Additional Risk Disclosure documents for Options Trading 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.

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.

(D) GUIDANCE NOTE — DO'S AND DON'TS FOR THE CLIENTS

GUIDANCE NOTE - DO's AND DON'Ts FOR THE CLIENTS

Do's

1. Trade only through Registered Members of the Exchange. Check from the Exchange website at following link https://www.mcxindia.com/membership/notice-board/Member-AP -Details to see whether the Member is registered with the Exchange.
2. Insist on filling up a standard 'Know Your Client (KYC)' form before you commence trading
3. Insist on getting a Unique Client Code (UCC) and ensure all your trades are done under the said UCC.
4. Insist on reading and signing a standard 'Risk Disclosure Agreement'.
5. Obtain a copy of your KYC and/ or other documents executed by you with the Member, from the Member.
6. Cross check the genuineness of trades carried out at the Exchange through the trade verification facility available on the Exchange website at the following link https:// www.mcxindia.com/en/loginThe trades can be verified online where trade information is available up to 5 working days from the trade date.
7. Insist on a duly signed Contract Note in specified format for every executed trade within 24 hours of trade, highlighting the details of the trade along with your UCC.
8. Ensure that the Contract Note contains all the relevant information such as Member Registration Number, Order No., Order Date, Order time, Trade No., Trade rate, Quantity, Arbitration Clause, etc.
9. Obtain receipt for collaterals deposited with the Member towards margins.
10. Go through the Rules, Bye-laws, Regulations, Circulars, Directives, Notifications of the Exchange as well as of the Regulators, Government and other authorities to know your rights and duties vis-à-vis those of the Member.
11. Ask all relevant questions and clear your doubts with your Member before transacting.
12. Insist on receiving the bills for every settlement.
13. Insist on Monthly statements of your ledger account and report any discrepancies in the statement to your Member within 7 working days. In case of unsatisfactory response report the discrepancy to the Exchange within 15 working days from the date of cause of action.
14. Scrutinize minutely both the transaction & holding statements that you receive from your Depository Participant.
15. Keep Delivery Instruction Slips (DIS) book issued by DPs in safe possession.
16. Ensure that the DIS numbers are preprinted and your account number (UCC) is mentioned in the DIS book.
17. Freeze your Demat account in case of your absence for longer duration or in case of not using the account frequently.
18. Pay required margins in time and only by Cheque and ask for receipt thereof from the Member.
19. Deliver the commodities in case of sale or pay the money in case of purchase within the time prescribed.
20. Understand and comply with accounting standards for derivatives.
21. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the Member. Note that the clauses as agreed between you and the Member cannot be changed without your consent.
22. Get a clear idea about all brokerage, commissions, fees and other charges levied by the Member on you for trading and the relevant provisions/ guidelines specified by SEBI/Commodity exchanges.
23. Make the payments by account payee cheque in favour of the Member. Ensure that you have a documentary proof of your payment/deposit of commodities with the Member, stating date, commodity, quantity, towards which bank/ demat account such money or commodities (in the form of warehouse receipts) deposited and from which bank/ demat account.

24. The payout of funds or delivery of commodities (as the case may be) shall not be made to you within one working day from the receipt of payout from the Exchange, in case you have given specific authorization for maintaining running account to the member. Thus, in this regard, the running account authorization provided by you to the Member shall be 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. You need to bring any dispute arising from the statement of account to the notice of the Member in writing preferably within 7 (seven) working days from the date of receipt of funds/commodities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Commodity exchanges without delay.
    c. In case you have not opted for maintaining running account and pay-out is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the Member. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Commodity exchange.
    d. Please register your mobile number and email id with the Member, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the commodity exchanges.
25. You should familiarize yourself with the protection accorded to the money or other property you may deposit with your member, particularly in the event of a default in the commodity derivatives or the member becomes insolvent or bankrupt.
26. Please ensure that you have a documentary proof of having made the deposit of such money or property with the member, stating towards which account such money or property deposited.
27. In case your problem/grievance/issue is not being sorted out by concerned Member/Authorised Person then you may take up the matter with the concerned Commodity Exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.

Don'ts

1. Do not deal with any unregistered intermediaries.
2. Do not undertake off-market transactions as such transactions are illegal and fall outside the jurisdiction of the Exchange.
3. Do not enter into assured returns arrangement with any Member
4. Do not get carried away by luring advertisements, rumours, hot tips, explicit/ implicit promise of returns, etc.
5. Do not make payments in cash/ take any cash towards margins and settlement to/ from the Member.
6. Do not start trading before reading and understanding the Risk Disclosure Agreement.
7. Do not neglect to set out in writing, orders for higher value given over phone.
8. Do not accept unsigned/duplicate contract note/confirmation memo.
9. Do not accept contract note/confirmation memo signed by any unauthorized person.
10. Don't share your internet trading account's password with anyone
11. Do not delay payment/deliveries of commodities to Member.
12. Do not forget to take note of risks involved in the investments.
13. Do not sign blank Delivery Instruction Slips (DIS) while furnishing commodities, deposits and/or keep them with Depository Participants (DP) or member to save time.
14. Do not pay brokerage in excess of that rates prescribed by the Exchange
15. Don't issue cheques in the name of Authorized Person.

ACKNOWLEDGEMENT

I / We have read, understood and received a copy of the Commodity Derivatives Annexure.

Sole / First Holder	Second Holder	Third Holder

Mandatory document ·SEBI Master Circular Annexure-11

Guidance Note — Do's and Don'ts for Trading on the Exchange

An investor education document detailing the do's and don'ts for trading on the Exchange.

BEFORE YOU BEGIN TO TRADE

1. Ensure that you deal with and through only SEBI registered intermediaries. You may check their SEBI registration certificate number from the list available on the Stock exchanges website www.nseindia.com, 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 complaint

Mandatory · SEBI Master Circular Annexure-36

Grievance Redressal, SCORES 2.0 and SMART ODR

Dear Investor — if you have a grievance or complaint against PCJ Holdings Pvt. Ltd. as your stock broker or as your depository participant, please follow the escalation route below. **Every complaint is acknowledged with a service ticket / complaint reference number and we endeavour to resolve it within twenty-one days.**

1 Raise it with us

Write to our designated investor grievance e-mail address **grievances@pcjholdings.in** or call **+91-11-4351 2500** . If you are not satisfied, escalate within our organisation using the matrix below. We will strive to redress your grievance immediately, and in any event **not later than 21 days** from receipt.

Escalation level	Contact person	Telephone	E-mail
Customer Care	Ms. Shweta Goel	011-4351 2501	askus@pcjholdings.in
Head of Customer Care	Mr. Manoj Goel	011-4351 2502	manoj8162@yahoo.com
Depository (demat) queries	Mr. Gopal Panchbhaiya	011-4351 2504	help@pcjholdings.in
Compliance Officer	Mr. Phool Chand Jain	011-4351 2500	pcjain2662@yahoo.com
CEO / Managing Director	Mr. Phool Chand Jain	+91 98101 67938	pcjain@pcjholdings.in

Address for all of the above: 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001. Working hours: Monday to Friday, 9:00 AM – 5:30 PM (excluding trading/bank holidays). The account-freeze line is additionally available until one hour after the close of the last trading session of the day, including the MCX evening session.

2 Escalate to the Exchange, the Depository or SEBI

If you are not satisfied with our response, you may approach the concerned Stock Exchange or the Depository directly, or lodge your complaint on **SCORES 2.0** at **https://scores.sebi.gov.in** . SCORES provides a **two-level review** — a first review by the Designated Body (the Exchange or the Depository) and a second review by SEBI. The mandatory details for filing a complaint on SCORES are your name, PAN, address, mobile number and e-mail address.

Exchange / Depository	Website	Investor grievance telephone	Investor grievance e-mail
NSE	www.nseindia.com	1800 266 0058	ignse@nse.co.in
BSE	www.bseindia.com	022-2272 8097	is@bseindia.com
MCX	www.mcxindia.com	022-6649 4040	grievance@mcxindia.com
NSDL	www.nsdl.co.in	022-4886 7000	relations@nsdl.co.in

SEBI toll-free investor helpline: 1800 22 7575 / 1800 266 7575. SEBI also accepts complaints relating to digital accessibility through SCORES.

3 Online Dispute Resolution — SMART ODR

If you are not satisfied with the resolution provided by the Market Participant, you have the option to file the complaint or grievance on the **SMART ODR platform** at **https://smartodr.in/register** for resolution through online conciliation or arbitration.

Stage	Timeline
Redressal by PCJ Holdings Pvt. Ltd.	**21 calendar days** from receipt of the complaint
Review by the Market Infrastructure Institution	**21 days**
Online conciliation	**21 days**, extendable by a further **10 days** with the consent of the parties
Online arbitration	**30 days**, extendable by a further **30 days** with the consent of the parties

IF A TRADING MEMBER OR CLEARING MEMBER DEFAULTS

Where a stock broker is declared a defaulter, the Stock Exchange issues a circular declaring the default, disseminates the information on its website, issues a public notice inviting claims within a specified period, and intimates the clients of the defaulter member by e-mail and SMS. The following information is available on the Exchange website for the information of investors: the norms for eligibility of claims for compensation from the **Investor Protection Fund** ; the claim form; frequently asked questions on the processing of investors' claims; the facility to check the online status of a client's claim; the Standard Operating Procedure for handling claims of investors in cases of default by brokers; the claim processing policy; and the list of defaulter and expelled members together with the public notices issued.

This information regarding the grievance redressal mechanism is also **prominently displayed at all our offices and at the offices of our authorised persons**, and is published at www.pcjholdings.in/grievance-redressal.

SEBI circular dated 11 June 2025 · effective 01 October 2025

Payment Instructions and Validated UPI ID

How to pay funds to PCJ Holdings Pvt. Ltd. safely, and how to verify that you are paying the right account.

THREE RULES THAT PROTECT YOU

We are not permitted to accept cash from you in any circumstance. All payments must come from a bank account held in your own name and registered with us. Please never transfer funds to any account other than the designated accounts listed below, and never to the personal account of any employee, dealer or authorised person.

SEBI-VALIDATED UPI ID

pcjholdings.brk@validhdfc

The suffix ".brk" identifies us as a SEBI-registered stock broker. When you pay to this handle, your UPI app shows a thumbs-up inside a green triangle. If that icon does not appear, stop — the handle is not a validated intermediary handle. Limit: ₹5 lakh per day for capital market use.



DESIGNATED CLIENT BANK ACCOUNTS

Bank	Account number	IFSC	Segments
HDFC Bank Limited	00030340063386	HDFC0000003	NSE, BSE and MCX

The current list of designated client bank accounts and our validated UPI ID is published at **www.pcjholdings.in/regulatory-information** and is updated whenever it changes. Please check that list before making a transfer, and verify the handle through **SEBI Check** before your first payment.

SEBI CHECK — VERIFY BEFORE YOU PAY

SEBI Check lets you verify the UPI handle of any SEBI-registered intermediary before you transfer funds. You can scan the QR code displayed by the intermediary or enter the UPI ID manually, and SEBI Check will confirm the registered bank account number and IFSC code associated with it. Use of the structured UPI mechanism is **optional for you**, but it is **mandatory for us** to obtain and make this validated handle available.

PAY-OUT OF YOUR FUNDS AND SECURITIES

- Funds are settled to your registered bank account **within one working day of pay-out**, unless you have specifically authorised us to maintain a running account.
- Where you have authorised a running account, funds are settled on the **monthly or quarterly** cycle you have chosen, on the dates stipulated in the annual calendar jointly issued by the Exchanges at the beginning of each financial year. Settlement is made only by **actual payment into your bank account and never by a journal entry.**
- Where you hold a credit balance and have **not transacted for thirty calendar days** , the entire credit balance is returned on the upcoming monthly settlement date, irrespective of the cycle you have chosen.
- You will receive an **SMS and an e-mail** on every settlement, stating the transaction number and date, and a **retention statement within five working days**.
- Securities are paid out **directly to your demat account** by the Clearing Corporation within one working day of pay-out.
- Please raise any dispute regarding a settlement within **thirty working days** of receiving the statement.

SEBI circular dated 12 January 2024 · Master Circular para 50

Policy on Voluntary Freezing / Blocking of the Trading Account

You may ask us to freeze or block online access to your trading account at any time — for example if you notice a suspicious transaction, if you lose your phone, or if you believe your credentials may have been compromised. This facility is free of charge.

HOW TO REQUEST A FREEZE

Mode	Details	Available
E-mail	From your registered e-mail address to **stoptrade@pcjholdings.in**	24 × 7
Telephone	Call +91-11-4351 2500 and ask for an immediate freeze. Your identity will be verified against your registered details.	Trading hours + 1 hour
WhatsApp	From your registered mobile number to +91 88007 16262	24 × 7
In person / in writing	At 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001	Working hours

WHAT HAPPENS WHEN WE RECEIVE YOUR REQUEST

Request received	Online access blocked by	Acknowledgement
During the trading hours, and within 15 minutes before the start of trading	**Within 15 minutes** of receipt	Immediately, by SMS and e-mail
After the trading hours, and more than 15 minutes before the start of trading (including on a trading holiday)	**Before the start of the next trading session**	Immediately, by SMS and e-mail

- On blocking online access, we will **cancel all pending orders** in your account and send you the details by SMS and e-mail.
- We will send you a **communication setting out the open positions** in your account, together with a quantification of the margins required and the margin available, so that you can decide what to do.
- Blocking online access does **not** by itself square off your open positions or settle your funds. Open positions continue to attract margin obligations and may be squared off in accordance with our Risk Management Policy if margin is not maintained.
- You will continue to receive your contract notes, statements of account and all other statutory communications while the account is blocked.

RE-ENABLING YOUR ACCOUNT

Online access is re-enabled only on your written or digitally-signed request from your registered e-mail address or mobile number, after we have re-verified your identity and satisfied ourselves that the reason for the freeze no longer subsists. Where the freeze followed a suspected compromise of your credentials, your password will be reset before access is restored. **We do not re-enable an account on a telephone request alone.**

> Freezing or blocking online access is **not** the same as closing your account, and it is not the same as a freeze of your demat account. To freeze your demat account, please contact us at help@pcjholdings.in or freeze it yourself through the NSDL SPEED-e facility.

DIGITAL ACCESSIBILITY STATEMENT

RPwD Act 2016 · SEBI circulars 31 July 2025 and December 2025

PCJ Holdings Pvt. Ltd. is committed to making its digital platforms, documents and investor communications accessible to persons with disabilities. We work towards conformance with the **Rights of Persons with Disabilities Act, 2016** and the rules made under it, the **Web Content Accessibility Guidelines (WCAG) 2.1** , the **Guidelines for Indian Government Websites (GIGW)** and **IS 17802** . Our digital platforms are periodically audited by professionals certified by the International Association of Accessibility Professionals, and we remediate the findings of those audits.

- This Account Opening Kit is available as a **tagged, screen-reader-readable PDF**, and in large print on request.
- Vernacular versions of the client registration kit are published at www.pcjholdings.in/download-center in **Assamese, Konkani, Malayalam, Odia, Punjabi, Sindhi, Telugu and Urdu**. A version in any other language specified in the Eighth Schedule to the Constitution of India is provided on request.
- Assisted account opening and assisted order placement are available at our registered office and by telephone for investors who need them.
- If any part of our service is not accessible to you, please write to our Accessibility Nodal Officer. You may also raise an accessibility complaint with SEBI through SCORES.

Accessibility Nodal Officer	Contact
Mr. Phool Chand Jain, Compliance Officer	grievances@pcjholdings.in · +91-11-4351 2500 · 803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

Mandatory ·SEBI circular dated 29 May 2024

Investor Charter — Depositories and Depository Participants

A copy of this Charter is provided to you as part of the account opening kit, as required by the SEBI circular dated 29 May 2024 and NSDL circular NSDL/POLICY/2024/0089 dated 25 June 2024.

INVESTOR CHARTER FOR DEPOSITORIES AND DEPOSITORY PARTICIPANTS

Annexure to SEBI Circular No. SEBI/HO/MRD/MRD-PoD-1/P/CIR/2024/66 dated May 29, 2024

1. VISION

Towards making Indian Securities Market - Transparent, Efficient, & Investor friendly by providing safe, reliable, transparent and trusted record keeping platform for investors to hold and transfer securities in dematerialized form.

2. MISSION

- To hold securities of investors in dematerialised form and facilitate its transfer, while ensuring safekeeping of securities and protecting interest of investors.
- To provide timely and accurate information to investors with regard to their holding and transfer of securities held by them.
- To provide the highest standards of investor education, investor awareness and timely services so as to enhance Investor Protection and create awareness about Investor Rights.

3. DETAILS OF BUSINESS TRANSACTED BY THE DEPOSITORY AND DEPOSITORY PARTICIPANT (DP)

A Depository is an organization which holds securities of investors in electronic form. Depositories provide services to various market participants - Exchanges, Clearing Corporations, Depository Participants (DPs), Issuers and Investors in both primary as well as secondary markets. The depository carries out its activities through its agents which are known as Depository Participants (DP). Details are available at www.nsdl.co.in.

4. DESCRIPTION OF SERVICES PROVIDED BY THE DEPOSITORY THROUGH DEPOSITORY PARTICIPANTS (DP) TO INVESTORS

(1) Basic Services

Sr. No.	Brief about the Activity / Service	Expected Timelines for processing by the DP after receipt of proper documents
1.	Dematerialization of securities	7 days
2.	Rematerialization of securities	7 days
3.	Mutual Fund Conversion / Destatementization	5 days
4.	Re-conversion / Restatementisation of Mutual fund units	7 days
5.	Transmission of securities	7 days
6.	Registering pledge request	15 days
7.	Closure of demat account	30 days
8.	Settlement Instruction	For T+1 day settlements, Participants shall accept instructions from the Clients, in physical form up to 4 p.m. (in case of electronic instructions up to 6.00 p.m.) on T day for pay-in of securities. For T+0 day settlements, Participants shall accept EPI instructions from the clients, till 11:00 AM on T day. Note: 'T' refers 'Trade Day'

(2) Depositories provide special services like pledge, hypothecation, internet based services etc. in addition to their core services and these include

Sr. No.	Type of Activity /Service	Brief about the Activity / Service
1.	Value Added Services	Depositories also provide value added services such as a. Basic Services Demat Account (BSDA) — www.nsdl.co.in/services/basic-services-demat-account.php b. Transposition cum dematerialisation — www.nsdl.co.in/services/demat.php c. Linkages with the Clearing System — www.nsdl.co.in/services/settlement.php d. Distribution of cash and non-cash corporate benefits (Bonus, Rights, IPOs etc.), stock lending, demat of NSC / KVP, demat of warehouse receipts etc.
2.	Consolidated Account statement (CAS)	CAS is issued 10 days from the end of the month (if there were transactions in the previous month) or half yearly(if no transactions) .
3.	Digitalization of services provided by the depositories	Depositories offer below technology solutions and e-facilities to their demat account holders through DPs: a. E-account opening — www.nsdl.co.in/eaccount-opening b. Online instructions for execution (SPEED-e) — eservices.nsdl.com c. e-DIS / Demat Gateway — www.nsdl.co.in/services/e-dis.php d. e-CAS facility — nsdlcas.nsdl.com e. Miscellaneous services — www.nsdl.co.in/services

5. DETAILS OF GRIEVANCE REDRESSAL MECHANISM

The Process of investor grievance redressal

Sr. No.	Stage	What happens
1.	Investor Complaint/ Grievances	Investor can lodge complaint/ grievance against the Depository/DP in the following ways: a. Electronic mode - (i) SCORES 2.0 (a web based centralized grievance redressal system of SEBI) — https://scores.sebi.gov.in Two Level Review for complaint/grievance against DP: - First review done by Designated Body - Second review done by SEBI (ii) The Depository's web portal dedicated to the filing of complaints — www.nsdl.co.in/complaint (iii) E-mail to the designated e-mail ID of the Depository — relations@nsdl.co.in b. Offline mode — the complaint form is available at www.nsdl.co.in/complaint The complaints/ grievances lodged directly with the Depository shall be resolved within 21 days.
2.	Online Dispute Resolution (ODR) platform for online Conciliation and Arbitration	If the Investor is not satisfied with the resolution provided by DP or other Market Participants, then the Investor has the option to file the complaint/ grievance on SMARTODR platform for its resolution through by online conciliation or arbitration. SMART ODR platform — https://smartodr.in/register
3.	Steps to be followed in ODR for Review, Conciliation and Arbitration	· Investor to approach Market Participant for redressal of complaint · If investor is not satisfied with response of Market Participant, he/she can escalate the complaint on SEBI SCORES portal. · Alternatively, the investor may also file a complaint on SMARTODR portal for its resolution through online conciliation and arbitration. · Upon receipt of complaint on SMARTODR portal, the relevant MII will review the matter and endeavour to resolve the matter between the Market Participant and investor within 21 days. · If the matter could not be amicably resolved, then the Investor may request the MII to refer the matter case for conciliation. · During the conciliation process, the conciliator will endeavor for amicable settlement of the dispute within 21 days, which may be extended with 10 days by the conciliator. · If the conciliation is unsuccessful, then the investor may request to refer the matter for arbitration. · The arbitration process to be concluded by arbitrator(s) within 30 days, which is extendable by 30 days.

6. GUIDANCE PERTAINING TO SPECIAL CIRCUMSTANCES RELATED TO MARKET ACTIVITIES: TERMINATION OF THE DEPOSITORY PARTICIPANT

Sr. No.	Type of special circumstances	Timelines for the Activity/ Service
1.	· Depositories to terminate the participation in case a participant no longer meets the eligibility criteria and/or any other grounds as mentioned in the bye laws like suspension of trading member by the Stock Exchanges. · Participant surrenders the participation by its own wish.	Client will have a right to transfer all its securities to any other Participant of its choice without any charges for the transfer within 30 days from the date of intimation by way of letter/email.

7. DOS AND DON'TS FOR INVESTORS

Sr. No.	Guidance
i.	Always deal with a SEBI registered Depository Participant for opening a demat account.
ii.	Read all the documents carefully before signing them.
iii.	Before granting Power of attorney to operate your demat account to an intermediary like Stock Broker, Portfolio Management Services (PMS) etc., carefully examine the scope and implications of powers being granted.
iv.	Always make payments to registered intermediary using banking channels. No payment should be made in name of employee of intermediary.
v.	Accept the Delivery Instruction Slip (DIS) book from your DP only (pre-printed with a serial number along with your Client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS slips. Always mention the details like ISIN, number of securities accurately. In case of any queries, please contact your DP or broker and it should be signed by all demat account holders. Strike out any blank space on the slip and Cancellations or corrections on the DIS should be initialed or signed by all the account holder(s). Do not leave your instruction slip book with anyone else. Do not sign blank DIS as it is equivalent to a bearer cheque.
vi.	Inform any change in your Personal Information (for example address or Bank Account details, email ID, Mobile number) linked to your demat account in the prescribed format and obtain confirmation of updation in system
vii.	Mention your Mobile Number and email ID in account opening form to receive SMS alerts and regular updates directly from depository.
viii.	Always ensure that the mobile number and email ID linked to your demat account are the same as provided at the time of account opening/updation.
ix.	Do not share password of your online trading and demat account with anyone.
x.	Do not share One Time Password (OTP) received from banks, brokers, etc. These are meant to be used by you only.
xi.	Do not share login credentials of e-facilities provided by the depositories such as e-DIS/demat gateway, SPEED-e/easiest etc. with anyone else.
xii.	Demat is mandatory for any transfer of securities of Listed public limited companies.
xiii.	If you have any grievance in respect of your demat account, please write to designated email IDs of depositories or you may lodge the same with SEBI online at https://scores.sebi.gov.in
xiv.	Keep a record of documents signed, DIS issued and account statements received.
xv.	As Investors you are required to verify the transaction statement carefully for all debits and credits in your account. In case of any unauthorized debit or credit, inform the DP or your respective Depository.
xvi.	Appoint a nominee to facilitate your heirs in obtaining the securities in your demat account, on completion of the necessary procedures.
xvii.	Register for Depository's internet based facility or download mobile app of the depository to monitor your holdings.
xviii.	Ensure that, both, your holding and transaction statements are received periodically as instructed to your DP. You are entitled to receive a transaction statement every month if you have any transactions.
xix.	Do not follow herd mentality for investments. Seek expert and professional advice for your investments
xx.	Beware of assured/fixed returns.

8. RIGHTS OF INVESTORS

i. Receive a copy of KYC, copy of account opening documents.
ii. No minimum balance is required to be maintained in a demat account.
iii. No charges are payable for opening of demat accounts.
iv. If executed, receive a copy of Power of Attorney. However, Power of Attorney is not a mandatory requirement as per SEBI / Stock Exchanges. You have the right to revoke any authorization given at any time.
v. You can open more than one demat account in the same name with single DP/ multiple DPs.
vi. Receive statement of accounts periodically. In case of any discrepancies in statements, take up the same with the DP immediately. If the DP does not respond, take up the matter with the Depositories.
vii. Pledge and /or any other interest or encumbrance can be created on demat holdings.
viii. Right to give standing instructions with regard to the crediting of securities in demat account.
ix. Investor can exercise its right to freeze/defreeze his/her demat account or specific securities / specific quantity of securities in the account, maintained with the DP.
x. In case of any grievances, Investor has right to approach Participant or Depository or SEBI for getting the same resolved within prescribed timelines.
xi. Every eligible investor shareholder has a right to cast its vote on various resolutions proposed by the companies for which Depositories have developed an internet based 'e-Voting' platform.
xii. Receive information about charges and fees. Any charges/tariff agreed upon shall not increase unless a notice in writing of not less than thirty days is given to the Investor.
xiii. Right to indemnification for any loss caused due to the negligence of the Depository or the participant.
xiv. Right to opt out of the Depository system in respect of any security.

9. RESPONSIBILITIES OF INVESTORS

i. Deal with a SEBI registered DP for opening demat account, KYC and Depository activities.
ii. Provide complete documents for account opening and KYC (Know Your Client). Fill all the required details in Account Opening Form / KYC form in own handwriting and cancel out the blanks.
iii. Read all documents and conditions being agreed before signing the account opening form.
iv. Accept the Delivery Instruction Slip (DIS) book from DP only (preprinted with a serial number along with client ID) and keep it in safe custody and do not sign or issue blank or partially filled DIS.
v. Always mention the details like ISIN, number of securities accurately.
vi. Inform any change in information linked to demat account and obtain confirmation of updation in the system.
vii. Regularly verify balances and demat statement and reconcile with trades / transactions.
viii. Appoint nominee(s) to facilitate heirs in obtaining the securities in their demat account.
ix. Do not fall prey to fraudsters sending emails and SMSs luring to trade in stocks / securities promising huge profits.

10. CODE OF CONDUCT FOR DEPOSITORIES (PART D OF THIRD SCHEDULE OF SEBI (D & P) REGULATIONS, 2018)

A Depository shall:
(a) always abide by the provisions of the Act, Depositories Act, 1996, any Rules or Regulations framed thereunder, circulars, guidelines and any other directions issued by the Board from time to time.
(b) adopt appropriate due diligence measures.
(c) take effective measures to ensure implementation of proper risk management framework and good governance practices.
(d) take appropriate measures towards investor protection and education of investors.
(e) treat all its applicants/members in a fair and transparent manner.
(f) promptly inform the Board of violations of the provisions of the Act, the Depositories Act, 1996, rules, regulations, circulars, guidelines or any other directions by any of its issuer or issuer's agent.
(g) take a proactive and responsible attitude towards safeguarding the interests of investors, integrity of depository's systems and the securities market.
(h) endeavor for introduction of best business practices amongst itself and its members.
(i) act in utmost good faith and shall avoid conflict of interest in the conduct of its functions.
(j) not indulge in unfair competition, which is likely to harm the interests of any other Depository, their participants or investors or is likely to place them in a disadvantageous position while competing for or executing any assignment.
(k) segregate roles and responsibilities of key management personnel within the depository including

- **a.** Clearly mapping legal and regulatory duties to the concerned position
- **b.** Defining delegation of powers to each position
- **c.** Assigning regulatory, risk management and compliance aspects to business and support teams

(l) be responsible for the acts or omissions of its employees in respect of the conduct of its business.
(m) monitor the compliance of the rules and regulations by the participants and shall further ensure that their conduct is in a manner that will safeguard the interest of investors and the securities market.

11. CODE OF CONDUCT FOR PARTICIPANTS (PART A OF THIRD SCHEDULE OF SEBI (D & P) REGULATIONS, 2018)

1. A participant shall make all efforts to protect the interests of investors.
2. A participant shall always endeavour to—

(a) render the best possible advice to the clients having regard to the client's needs and the environments and his own professional skills;
(b) ensure that all professional dealings are effected in a prompt, effective and efficient manner;
(c) inquiries from investors are adequately dealt with;
(d) grievances of investors are redressed without any delay.

3. A participant shall maintain high standards of integrity in all its dealings with its clients and other intermediaries, in the conduct of its business.
4. A participant shall be prompt and diligent in opening of a beneficial owner account, dispatch of the dematerialisation request form, rematerialisation request form and execution of debit instruction slip and in all the other activities undertaken by him on behalf of the beneficial owners.
5. A participant shall endeavour to resolve all the complaints against it or in respect of the activities carried out by it as quickly as possible, and not later than one month of receipt.
6. A participant shall not increase charges/fees for the services rendered without proper advance notice to the beneficial owners.
7. A participant shall not indulge in any unfair competition, which is likely to harm the interests of other participants or investors or is likely to place such other participants in a disadvantageous position while competing for or executing any assignment.
8. A participant shall not make any exaggerated statement whether oral or written to the clients either about its qualifications or capability to render certain services or about its achievements in regard to services rendered to other clients.
9. A participant shall not divulge to other clients, press or any other person any information about its clients which has come to its knowledge except with the approval/authorisation of the clients or when it is required to disclose the information under the requirements of any Act, Rules or Regulations.
10. A participant shall co-operate with the Board as and when required.
11. A participant shall maintain the required level of knowledge and competency and abide by the provisions of the Act, Rules, Regulations and circulars and directions issued by the Board. The participant shall also comply with the award of the Ombudsman passed under the Securities and Exchange Board of India (Ombudsman) Regulations, 2003.
12. A participant shall not make any untrue statement or suppress any material fact in any documents, reports, papers or information furnished to the Board.
13. A participant shall not neglect or fail or refuse to submit to the Board or other agencies with which it is registered, such books, documents, correspondence, and papers or any part thereof as may be demanded/requested from time to time.
14. A participant shall ensure that the Board is promptly informed about any action, legal proceedings, etc., initiated against it in respect of material breach or non-compliance by it, of any law, Rules, regulations, directions of the Board or of any other regulatory body.
15. A participant shall maintain proper inward system for all types of mail received in all forms.
16. A participant shall follow the maker—Checker concept in all of its activities to ensure the accuracy of the data and as a mechanism to check unauthorised transaction.
17. A participant shall take adequate and necessary steps to ensure that continuity in data and record keeping is maintained and that the data or records are not lost or destroyed. It shall also ensure that for electronic records and data, up-to-date back up is always available with it.
18. A participant shall provide adequate freedom and powers to its compliance officer for the effective discharge of his duties.
19. A participant shall ensure that it has satisfactory internal control procedures in place as well as adequate financial and operational capabilities which can be reasonably expected to take care of any losses arising due to theft, fraud and other dishonest acts, professional misconduct or omissions.
20. A participant shall be responsible for the acts or omissions of its employees and agents in respect of the conduct of its business.
21. A participant shall ensure that the senior management, particularly decision makers have access to all relevant information about the business on a timely basis.
22. A participant shall ensure that good corporate policies and corporate governance are in place.

Mandatory · SEBI circular dated 21 February 2025 · Annexure-37

Investor Charter — Stock Brokers

A copy of this Charter is provided to you as part of the account opening kit, as required by paragraph 78.2 of the SEBI Master Circular for Stock Brokers.

INVESTOR CHARTER – STOCK BROKERS

Annexure-A to SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2025/22 dated February 21, 2025 (reproduced as Annexure-37 to the SEBI Master Circular for Stock Brokers dated June 17, 2025)

1. VISION

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

2. MISSION

i) To provide high quality and dependable service through innovation, capacity enhancement and use of technology.
ii) To establish and maintain a relationship of trust and ethics with the investors.
iii) To observe highest standard of compliances and transparency.
iv) To always keep 'protection of investors' interest' as goal while providing service.
v) To ensure confidentiality of information shared by investors unless such information is required to be provided in furtherance of discharging legal obligations or investors have provided specific consent to share such information.

3. SERVICES PROVIDED TO INVESTORS BY STOCKBROKERS INCLUDE

I. Execution of trades on behalf of investors.
II. Issuance of Contract Notes.
III. Issuance of intimations regarding margin due payments.
IV. Facilitate execution of early pay-in obligation instructions.
V. Periodic Settlement of client's funds.
VI. Issuance of retention statement of funds at the time of settlement.
VII. Risk management systems to mitigate operational and market risk.
VIII. Facilitate client profile changes in the system as instructed by the client.
IX. Information sharing with the client w.r.t. relevant Market Infrastructure Institutions (MII) circulars.
X. Provide a copy of Rights & Obligations document to the client.
XI. Communicating Most Important terms and Conditions (MITC) to the client.
XII. Redressal of Investor's grievances.

4. RIGHTS OF INVESTORS

I. Ask for and receive information from a firm about the work history and background of the person handling your account, as well as information about the firm itself (including website providing mandatory information).
II. Receive complete information about the risks, obligations, and costs of any investment before investing.
III. Receive a copy of all completed account forms and rights & obligation document.
IV. Receive a copy of 'Most Important Terms & Conditions' (MITC).
V. Receive account statements that are accurate and understandable.
VI. Understand the terms and conditions of transactions you undertake.
VII. Access your funds in a prescribed manner and receive information about any restrictions or limitations on access.
VIII. Receive complete information about maintenance or service charges, transaction or redemption fees, and penalties in form of tariff sheet.
IX. Discuss your grievances with compliance officer / compliance team / dedicated grievance redressal team of the firm and receive prompt attention to and fair consideration of your concerns.
X. Close your zero balance accounts online with minimal documentation
XI. Get the copies of all policies (including Most Important Terms and Conditions) of the broker related to dealings of your account
XII. Not be discriminated against in terms of services offered to equivalent clients
XIII. Get only those advertisement materials from the broker which adhere to Code of Advertisement norms in place
XIV. In case of broker defaults, be compensated from the Exchange Investor Protection Fund as per the norms in place
XV. Trade in derivatives after submission of relevant financial documents to the broker subject to brokers' adequate due diligence.
XVI. Get warnings on the trading systems while placing orders in securities where surveillance measures are in place
XVII. Get access to products and services in a suitable manner even if differently abled
XVIII. Get access to educational materials of the MIIs and brokers
XIX. Get access to all the exchanges of a particular segment you wish to deal with unless opted out specifically as per Broker norms
XX. Deal with one or more stockbrokers of your choice without any compulsion of minimum business
XXI. Have access to the escalation matrix for communication with the broker
XXII. Not be bound by any clause prescribed by the Brokers which are contravening the Regulatory provisions.

5. VARIOUS ACTIVITIES OF STOCK BROKERS WITH TIMELINES

S.No.	Activities	Expected Timelines
1.	KYC entered into KRA System and CKYCR	3 working days of account opening
2.	Client Onboarding	Immediate, but not later than one week
3.	Order execution	Immediate on receipt of order, but not later than the same day
4.	Allocation of Unique Client Code	Before trading
5.	Copy of duly completed Client Registration Documents to clients	7 days from the date of upload of Unique Client Code to the Exchange by the trading member
6.	Issuance of contract notes	24 hours of execution of trades
7.	Collection of upfront margin from client	Before initiation of trade
8.	Issuance of intimations regarding other margin due payments	At the end of the T day
9.	Settlement of client funds	First Friday/Saturday of the month / quarter as per Exchange pre-announced schedule
10.	'Statement of Accounts' for Funds, Securities and Commodities	Monthly basis
11.	Issuance of retention statement of funds/commodities	5 days from the date of settlement
12.	Issuance of Annual Global Statement	30 days from the end of the financial year
13.	Investor grievances redressal	21 calendar days from the receipt of the complaint

6. DOS AND DON'TS FOR INVESTORS

DOs	DON'Ts
1. Read all documents and conditions being agreed before signing the account opening form.	1. Do not deal with unregistered stock broker.

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

Additionally, Investors may refer to Dos and Don'ts issued by MIIs on their respective websites from time to time.

7. GRIEVANCE REDRESSAL MECHANISM

The process of investor grievance redressal is as follows:

Sr. No.	Stage	What happens
1.	Investor complaint/Grievances	Investor can lodge complaint/grievance against stock broker in the following ways: **Mode of filing the complaint with stock broker** Investor can approach the Stock Broker at the designated Investor Grievance e-mail ID of the stock broker. The Stock Broker will strive to redress the grievance immediately, but not later than 21 days of the receipt of the grievance **Mode of filing the complaint with stock exchanges** i. SCORES 2.0 (a web based centralized grievance redressal system of SEBI) (https://scores.sebi.gov.in) Two level review for complaint/grievance against stock broker: • First review done by Designated body/Exchange • Second review done by SEBI ii. Emails to designated email IDs of Exchange
2.	Online Dispute Resolution (ODR) platform for online Conciliation and Arbitration	If the Investor is not satisfied with the resolution provided by the Market Participants, then the Investor has the option to file the complaint/ grievance on SMARTODR platform for its resolution through online conciliation or arbitration.
3.	Steps to be followed in ODR for Review, Conciliation and Arbitration	1. Investor to approach Market Participant for redressal of complaint 2. If investor is not satisfied with response of Market Participant, he/she has either of the following 2 options: i. May escalate the complaint on SEBI SCORES portal. ii. May also file a complaint on SMARTODR portal for its resolution through online conciliation and arbitration. 3. Upon receipt of complaint on SMARTODR portal, the relevant MII will review the matter and endeavor to resolve the matter between the Market Participant and investor within 21 days. 4. If the matter could not be amicably resolved, then the matter shall be referred for conciliation. 5. During the conciliation process, the conciliator will endeavor for amicable settlement of the dispute within 21 days, which may be extended with 10 days by the conciliator with consent of the parties to dispute. 6. If the conciliation is unsuccessful, then the investor may request to refer the matter for arbitration. 7. The arbitration process to be concluded by arbitrator(s) within 30 days, which is extendable by 30 days with consent of the parties to dispute.

8. HANDLING OF INVESTOR'S CLAIMS / COMPLAINTS IN CASE OF DEFAULT OF A TRADING MEMBER / CLEARING MEMBER (TM/CM)

Default of TM/CM

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

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

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

- Norms for eligibility of claims for compensation from IPF.
- Claim form for lodging claim against defaulter stock broker.
- FAQ on processing of investors' claims against Defaulter stock broker.
- Provision to check online status of client's claim.
- Standard Operating Procedure (SOP) for handling of Claims of Investors in the Cases of Default by Brokers
- Claim processing policy against Defaulter/Expelled members
- List of Defaulter/Expelled members and public notice issued

YOUR ACCOUNT, IN YOUR POCKET

The PCJ Holdings Apps

Scan a code with your phone camera to open the store listing.
Both apps are published by PCJ HOLDINGS PRIVATE LIMITED — check the publisher before you install.

PCJ Invest

on the stores as "Invest By PCJ : Stocks & MF"

Stocks, F&O, IPOs and mutual funds — one login for the whole account.



- Place and track orders across NSE, BSE and MCX
- Holdings, positions and the live margin statement
- Apply for an IPO with UPI, and see the allotment
- Contract notes, ledger and the P&L statement

Android
Google Play

iPhone / iPad
App Store

PCJ Wealth

on the stores as "Wealth by PCJ : Mutual Funds"

Mutual fund investments and SIPs, from the first instalment onwards.



- Start, pause, modify or stop a SIP in a few taps
- Switch, redeem and add to an existing folio
- One consolidated portfolio across every AMC
- Capital-gains statement, ready for your return

Android
Google Play

iPhone / iPad
App Store

A WORD ON SECURITY

We will **never** ask for your trading password, your UPI PIN or an OTP over the phone, by e-mail or through any app. Install only from the Google Play Store or the Apple App Store, and check that the publisher is PCJ HOLDINGS PRIVATE LIMITED. If an app or a link claims to be ours and the publisher is anything else, do not install it — tell us at askus@pcjholdings.in or call +91-11-4351 2500.

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PCJ HOLDINGS

PRIVATE LIMITED

Udaan Aapki, Sahara Hamara

THANK YOU FOR CHOOSING PCJ HOLDINGS

Return the completed kit to any branch, or e-mail it to askus@pcjholdings.in

WHAT HAPPENS NEXT

We verify your documents and complete in-person verification.

Your UCC and demat Client ID are allotted and sent to you.

Login credentials reach your registered e-mail and mobile.

You receive a copy of this kit, signed and stamped by us.

KEEP US UPDATED

Tell us in writing within 30 days of any change of address,

bank account, e-mail, mobile number or tax residency.

Review your nomination whenever your circumstances change.

Never share your password, UPI PIN or any OTP with anyone.

IF SOMETHING GOES WRONG

Write to askus@pcjholdings.in — we reply within 24 hours.

Not resolved? Escalate to grievances@pcjholdings.in.

Still not resolved? SEBI SCORES 2.0 at scores.sebi.gov.in

or the SMART ODR portal at smartodr.in.

YOUR ACCOUNT ON RECORD

completed by us and returned to you with your copy of this kit

Client Name

DP Client ID (BO ID)

Client Code (UCC)

Date of activation

Relationship Manager / Authorised Person

BOOKLET II — THE DOCUMENTS YOU KEEP

- Rights and Obligations — Stock Broker and Client
- Rights and Obligations — Beneficial Owner and DP
- Risk Disclosure Document
- Guidance Note — Do's and Don'ts
- Policies and Procedures
- Most Important Terms and Conditions
- Investor Charter — Depositories
- Investor Charter — Stock Brokers
- Tariff Sheet and Schedule of Depository Charges
- Your signed copy of every declaration in Booklet I

REACH US

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803, Nirmal Tower, Barakhamba Road, Connaught Place, New Delhi – 110 001

Monday to Friday, 9:00 AM – 5:30 PM (excluding trading/bank holidays)

NSE · BSE · MCX · NSDL · AMFI ARN – 63632

SEBI Registration No. INZ000068536 · NSDL DP IN-DP-279-2016 · DP ID IN303913 · AMFI ARN – 63632 · APMI APRN – 07054

CIN U65999DL2006PTC151841 · PAN AAFCA8433M · GST 07AAFCA8433M1ZD · TAN DELA18602D

Investments in the securities market are subject to market risk. Read all the related documents carefully before investing.

This kit is issued by PCJ HOLDINGS PRIVATE LIMITED and supersedes every earlier version.