



**Indbank**  
 Merchant Banking Services Ltd  
 (A Subsidiary of Indian Bank)

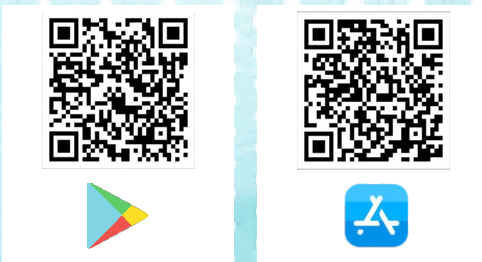
**NSE / BSE / NSDL / CDSL**  
**Demat & Trading Account Opening Form**  
**NON-INDIVIDUAL**  
**TO BE FILLED BY TERMINAL**

TERMINAL ID	
TERMINAL NAME	
CLIENT NAME	
ACCOUNT TYPE	

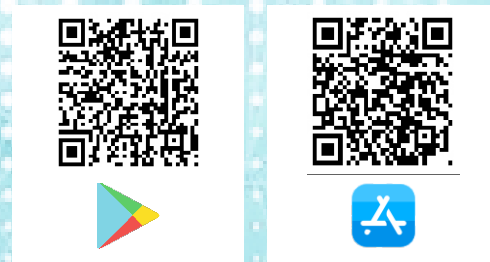
**TO BE FILLED BY HEAD OFFICE**

Account Opening Process	Date	Employee Name	Employee Code	Signature
MAKER Entry				
CHECKER Entry				
Welcome Kit Dispatch				

UNIQUE CLIENT CODE	
DP CLIENT ID	



Platform for Stock Trading



Platform for Mutual Fund Investment

Regd. Office: I Floor, Khiviraj Complex I, No.480, Anna Salai, Nandanam, Chennai - 600 035.  
 Centralised Helpdesk: 044 - 4202 1368, 044 - 2432 1232 / Mobile: 94457 97157 / 168  
 Email: helpdesk@indbankonline.com | www.indbankonline.com

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## ACCOUNT OPENING KIT INDEX

S. No.	Name of the Document	Brief Significance of the Document	Page No
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI, NSDL &amp; EXCHANGES</b>			
1	Demat Account (Non-Individual)	CKYC Form and Account opening form for Non-Individuals-Document Captures the basic information about the constituent	1 - 10
2	Trading Account	Documents captures the additional information about the constituent	11 - 13
3	Schedule of Charges	Document detailing Service charges for DP operations and the rate/ amount of brokerage and other charges levied on the client for trading on the Stock exchange(s)	14 - 15
4	Policies and procedures	Document describing significant policies and procedures of the Stock Broker	16 - 18
5	Terms and Conditions	Most Important Terms And Conditions (MITC)	19

<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
6	Running Account Authorisation	Authority to the Trading Member to maintain a Running Account	20
7	Verbal Order Acceptance Authorisation	Authority to the Trading Member to accept Verbal Orders	20
8	Consent for Receiving SMS	Confirmation from the client for receiving Brokers message through SMS	21
9	Electronic Statements	Consent from the client to receive Demat and trading Statements on e-mail	21
10	Research Recommendations	Consent For Receiving Research Recommendations	22
11	Pro Trading Declaration	Disclosure regarding Proprietary trading	22
12	Issuance of DIS	Option for Issuance for DIS booklet	23
13	Bank Mandate Letter	Mandate Letter from client authorizing Indian Bank Branches to debit SB/CA towards Demat and Trading Account Charges	24

### ACKNOWLEDGEMENT

**Indbank Merchant Banking Services Ltd.**  
(A Subsidiary of Indian Bank )

1st Floor, Khiviraj Complex I, No.480, Anna Salai, Nandanam, Chennai - 600 035.

Received the application from Mr. / Ms. \_\_\_\_\_  
as the sole/first holder along with and as the second and third holders respectively for opening of a Depository and Trading account.  
Please quote the Trading A/c No. DP ID & Client ID allotted to you in all your future correspondence.

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

**Signature of Terminal  
Head Terminal Seal:**

**CLIENT DOCUMENTS (Provided Through Separate Handbook)**

1	Rights and Obligations (Trading Account)	Document stating the Rights & Obligations of Stock broker / Trading Member, sub- broker and client for trading on exchanges (including additional rights and obligations in case of internet / wireless technology based trading)	1-5
2	Risk Disclosure Documents (RDD)	Document detailing risks associated with dealing in the securities market	5-9
3	Guidance Note	Document detailing dos and dont's for trading on exchange, for the education of the investors	9-10
4	Rights & Obligations (Demat Account)	Rights and Obligations of Beneficial Owner and Depository participant as prescribed by SEBI and Depositories	11-13

Name of stock broker / trading member/clearing member	Indbank Merchant Banking Services Ltd.	
SEBI Registration No. and date	NSE and BSE	CDSL & NSDL
	INZ000207939 Dt.23-10-2018	IN-DP-482-2020
Register Office Address	1st Floor, Khiviraj Complex I, No.480, Anna Salai, Nandanam, Chennai 600035	
Compliance Officer Name Phone No. & Email ID	Mrs. CHITRA M.A. Tel No: 044-24313094 to 97                      E-mail ID : cs@indbankonline.com	
CEO Name Phone No. & Email ID	V. HARI BABU Tel No: 044-24313094 to 97                      E-mail ID : president@indbankonline.com	

For any grievance / dispute please contact

**Indbank Merchant Banking Services Ltd**

at the above address or email [complaints@indbankonline.com](mailto:complaints@indbankonline.com)

Centralised Helpdesk: 044 - 4202 1368, 044 - 2432 1232 / Mobile: 94457 97157 / 168

**Incase not satisfied with the response, please contact**

National Stock Exchange at [ignse@nse.co.in](mailto:ignse@nse.co.in) and Phone No. 022-26598190

Bombay Stock Exchange at [is@bseindia.com](mailto:is@bseindia.com) and Phone No. 022-22728097

NSDL at [relations@nse.co.in](mailto:relations@nse.co.in) and phone number 022-24994200

You can also lodge your grievances with SEBI at <https://scores.gov.in>

For any queries, feedback or assistance, please contact

SEBI office on Toll Free Helpline at 1800 22 7575 / 1800 266 7575

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



1st Floor, Khivraj Complex I  
No. 480, Anna Salai,  
Nandanam, Chennai-600035.  
Tel: 044 - 24313094-97

**Important Instructions:**

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



**For office use only**

(To be filled by financial institution)

Application Type\*  New  Update  
 KYC Number  (Mandatory for KYC update request)  
 Account Type\*  Normal  Simplified (for low risk customers)  Small

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

	Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name*(Same as Aadhaar)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name (If any*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M- Male	<input type="checkbox"/> F- Female	<input type="checkbox"/> T-Transgender	
Marital Status*	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Others	
Citizenship*	<input type="checkbox"/> IN- Indian	<input type="checkbox"/> Others (ISO 3166 Country Code <input type="text"/> )		
Residential Status*	<input type="checkbox"/> Resident Individual	<input type="checkbox"/> Non Resident Indian	<input type="checkbox"/> Person of Indian Origin	PHOTO  Signature Across Photo
Occupation Type*	<input type="checkbox"/> S-Service ( <input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Sector)			
	<input type="checkbox"/> O-Others ( <input type="checkbox"/> Professional <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student)			
	<input type="checkbox"/> B-Business <input type="checkbox"/> X- Not Categorised			

**2. TICK IF APPLICABLE**  RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction B at the end)

ADDITIONAL DETAILS REQUIRED\* (Mandatory only if section 2 is ticked)  
 ISO 3166 Country Code of Jurisdiction of Residence\*   
 Tax Identification Number or equivalent (If issued by jurisdiction)\*   
 Place / City of Birth\*  ISO 3166 Country Code of Birth\*

**3. PROOF OF IDENTITY (PoI)\*** (Please refer instruction C at the end)

(Certified copy of any one of the following Proof of Identity [PoI] needs to be submitted)

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

**4. PROOF OF ADDRESS (PoA)\***

4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS (Please see instruction D at the end)

(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)

Address Type*	<input type="checkbox"/> Residential / Business	<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Registered Office	<input type="checkbox"/> Unspecified
Proof of Address*	<input type="checkbox"/> Passport	<input type="checkbox"/> Driving Licence	<input type="checkbox"/> UID (Aadhaar)	<input type="text"/>	
	<input type="checkbox"/> Voter Identity Card	<input type="checkbox"/> NREGA Job Card	<input type="checkbox"/> Others	<input type="text"/>	
	<input type="checkbox"/> Simplified Measures Account - Document Type code	<input type="text"/>			

**Address**

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

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

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

Line 1\*

Line 2

Line 3  City / Town / Village\*

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

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

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

Line 1\*

Line 2

Line 3  City / Town / Village\*

District\*  ZIP / Post Code\*  ISO 3166 Country Code\*

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

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

Fax  -  Email ID

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

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

Related Person Type\*  Guardian of MinorName\*  Assignee  Authorized Representative

Name\* Prefix  First Name  Middle Name  Last Name

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

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

A- Passport Number  Passport Expiry Date  -  -

B- Voter ID Card

C- PAN Card

D- Driving Licence  Driving Licence Expiry Date  -  -

E- UID (Aadhaar)

F- NREGA Job Card

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

S- Simplified Measures Account - Document Type code  Identification Number

7. REMARKS (If any)

**8. APPLICANT DECLARATION**

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

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

Date :  -  -  Place :

[Signature / Thumb Impression]

[Signature / Thumb Impression of Applicant]

**9. ATTESTATION / FOR OFFICE USE ONLY**

**Documents Received**  Certified Copies

**KYC VERIFICATION CARRIED OUT BY**

Date  -  -

Emp. Name

Emp. Code

Emp. Designation

[Employee Signature]

**INSTITUTION DETAILS**

Name

Code

Emp. Branch

[Institution Stamp]

**In-Person Verification (IPV) Carried Out by**

Date  -  -

Emp. Name

Emp. Code

Emp. Designation

[Employee Signature]

**Institution Details**

Name

Code

Emp. Branch

[Institution Stamp]

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

### General Instructions:

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

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

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

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

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

### C Clarification / Guidelines of filling "Proof of Identity [PoI]" section

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

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

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

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

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

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

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

### F Clarification / Guidelines on filling 'Contact details' section

- 1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- 2 Do not add '0' in the beginning of Mobile Number.

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

- 1 Provide KYC number of related person if available.

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

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



**Annexure – K**  
**PART I - KNOW YOUR CLIENT (KYC) APPLICATION FORM (For Non-Individuals)**  
**INDBANK MERCHANT BANKING SERVICES LTD**  
**( A Subsidiary of Indian Bank)**  
**1<sup>st</sup> Floor, Khivraj Complex 1, 480 Anna Salai, Nandanam, Chennai 600 035**

<p>Photograph</p> <p>Please affix the recent passport size photograph and sign across it</p> <p style="text-align: left;"> <b>S-1</b></p>
---

Please fill this form in ENGLISH and in BLOCK LETTERS

<b>A. IDENTITY DETAILS</b>												
1	Name of the Applicant											
2	Date of incorporation	D	D	M	M	Y	Y	Y	Y	Place of incorporation		
3	Date of commencement of business	D	D	M	M	Y	Y	Y	Y			
4	a) PAN										b) Registration No. (e.g. CIN)	
5	<b>Status (please tick any one):</b>											
	<input type="checkbox"/> Private Limited Co.	<input type="checkbox"/> Bank	<input type="checkbox"/> Partnership									
	<input type="checkbox"/> Public Ltd. Co.	<input type="checkbox"/> Government Body	<input type="checkbox"/> FI									
	<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Non Government Organization	<input type="checkbox"/> FII									
	<input type="checkbox"/> Trust	<input type="checkbox"/> Defense Establishment	<input type="checkbox"/> HUF									
	<input type="checkbox"/> Charities	<input type="checkbox"/> Society	<input type="checkbox"/> AOP									
	<input type="checkbox"/> NGO's	<input type="checkbox"/> LLP	<input type="checkbox"/> BOI									
	<input type="checkbox"/> Others (please specify) _____											
<b>B. ADDRESS DETAILS</b>												
1	Correspondence Address	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>										
	City/town/village		PINCode									
	State		Country									
2	Specify the proof of address submitted for correspondence address											
3	Contact Details	Tel. (Off.)		Tel. (Res.)								
		Fax No.		Mobile No.								
		Email ID										
4	Registered Address (if different from above):	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>										
	City/town/village		PINCode									
	State		Country									

S - 2

**C. OTHER DETAILS**

1	Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors:	If space is insufficient, enclose these details separately <i>[ Illustrative format enclosed ]</i>
2	DIN of whole time directors :	
3	Aadhaar number of Promoters/Partners/Karta	

**D. DECLARATION**

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

 **S-3**
**Name & Signature of the Authorised Signatory(ies)** \_\_\_\_\_

<b>Date</b>	D	D	M	M	Y	Y	Y	Y
-------------	---	---	---	---	---	---	---	---

**FOR OFFICE USE ONLY**
 Originals verified and self - attested Documents copies received

**Name & Signature of the Authorised Signatory (Terminal Head)**
**Seal/Stamp of the intermediary (Terminal Head)**
**Date**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---



Details of Promoters / Partners / Karta / Trustees and whole time directors forming a part of Know Your Client (KYC)  
 Application Form for Non - Individuals

Sr. No.	Name	Relationship with Applicant (i.e. promoters, whole time directors etc.)	PAN	Residential / Registered Address	DIN of whole time directors /Aadhaar number of Promoters / Partners / Karta	photograph
1						
2						
3						
4						
5						

 **S-3a**

Name & Signature of the Authorised Signatory (ies)

Date	D	D	M	M	Y	Y	Y	Y
------	---	---	---	---	---	---	---	---

**FORM 11**  
**PART II-ACCOUNT OPENING FORM**  
**(FOR NON-INDIVIDUALS)**

Participant Name (DP ID ____) Address (Pre-printed)		<b>Client -ID</b> (To be filled by Participant)										
We request you to open a depository account in our name as per the following details: <i>(Please fill all the details in CAPITAL LETTERS only)</i>		<b>Date</b>	D	D	M	M	Y	Y	Y	Y		
A) Details of Account holder(s):												
		Name					PAN					
Sole/ First Holder												
Second Holder												
Third Holder												
B) <b>Type of account</b>												
<input type="checkbox"/> Body Corporate		<input type="checkbox"/> FI		<input type="checkbox"/> FII		<input type="checkbox"/> Trust		<input type="checkbox"/> HUF		<input type="checkbox"/> Other (Please specify) _____		
<input type="checkbox"/> Qualified Foreign Investor		<input type="checkbox"/> Mutual Fund										
<input type="checkbox"/> Bank		<input type="checkbox"/> CM										
C) For Partnership Firm, Unregistered Trust, Association of Persons (AOP) etc., although the account is opened in the name of the partner(s), trustee(es) etc., the name & PAN of the Partnership Firm, Unregistered Trust, Association of Persons (AOP) etc., should be mentioned below:												
a) Name							b) PAN					
D) <b>Income Details (please specify)</b>												
Income Range per annum		and		Networth								
<input type="checkbox"/> Below ` 20 Lac				Amount ( ` ) _____								
<input type="checkbox"/> 20 -50 Lac				As on (date) D D M M Y Y Y Y								
<input type="checkbox"/> 50 Lac -1 crore				(Networth should not be older than 1 year)								
<input type="checkbox"/> Above ` 1 crore												
E) <b>In case of FIIs/Others (as may be applicable)</b>												
RBI Approval Reference Number												
RBI Approval date		D	D	M	M	Y	Y	Y	Y			
SEBI Registration Number (for FIIs)												
F) <b>Bank details</b>												
1	Bank account type <input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Others (Please specify) _____											
2	Bank Account Number											
3	Bank Name											
4	Branch Address											
		City/town/village			PIN Code							
		State			Country							

	5	MICR Code											
	6	IFSC											
G)	Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors:			<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)									
H)	<b>Clearing Member Details</b> (to be filled up by Clearing Members only)												
	1	Name of Stock Exchange											
	2	Name of Clearing Corporation/ Clearing House											
	3	Clearing Member ID											
	4	SEBI Registration Number											
	5	Trade Name											
	6	CM-BP-ID (to be filled up by Participant)											
I)	<b>Standing Instructions</b>												
	1	We authorise you to receive credits automatically into our account.							<input type="checkbox"/> Yes <input type="checkbox"/> No				
	2	Account to be operated through Power of Attorney (PoA)							<input type="checkbox"/> Yes <input type="checkbox"/> No				
	3	<b>SMS Alert facility</b>											
		<b>Sr. No.</b>	<b>Holder</b>	<b>Yes</b>	<b>No</b>								
		1	Sole/First Holder	<input type="checkbox"/>	<input type="checkbox"/>								
		2	Second Holder	<input type="checkbox"/>	<input type="checkbox"/>								
		3	Third Holder	<input type="checkbox"/>	<input type="checkbox"/>								
	4	Mode of receiving Statement of Account [Tick any one]		<input type="checkbox"/> Physical Form <input type="checkbox"/> Electronic Form [ <i>Read Note 3 and ensure that email ID is provided in KYC Application Form.</i> ]									
J)	<b>List of family members (Separate Annexure maybe used in case number of members is higher)</b>												
	<b>Sr No.</b>	<b>Name of Coparcener/Member</b>	<b>Gender</b>	<b>Date of Birth</b>	<b>Relation with Karta</b>	<b>Whether Coparcener/Member (please specify)</b>							

#### Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by us and we have understood the same and we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, we are aware that we may be held liable for it. I/we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant"

**Authorised Signatories** (Enclose a Board Resolution for Authorised Signatories. In case of HUF details of Karta to be given)

Sole/First Holder	Name	Signature(s)
First Signatory/Karta of HUF		X
Second Signatory		X
Third Signatory		X
<b><u>Other Holders</u></b>		
Second Holder		X
Third Holder		X

<b>Mode of Operation for Sole/First Holder</b> (In case of joint holdings, all the holders must sign. In case of HUF this is not applicable)	
<input type="checkbox"/> Any one singly	
<input type="checkbox"/> Jointly by	
<input type="checkbox"/> As per resolution	
<input type="checkbox"/> Others (please specify)	

**Notes:**

1. In case of additional signatures, separate annexures should be attached to the application form.
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. For receiving Statement of Account in electronic form:
  - I. Client must ensure the confidentiality of the password of the email account.
  - II. Client must promptly inform the Participant if the email address has changed.
  - III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.
4. Strike off whichever is not applicable.

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**Acknowledgement**

Participant Name, Address & DP ID

Received the application from M/s \_\_\_\_\_ as the sole/first holder alongwith \_\_\_\_\_ and \_\_\_\_\_ as the second and third holders respectively for opening of a depository account. Please quote the DP ID & Client ID allotted to you (CM-BP-ID in case of Clearing Members) in all your future correspondence.

Date:

D	D	M	M	Y	Y	Y	Y
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**Participant Stamp & Signature**

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

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

## OTHER ACCOUNT RELATED DETAILS

### A. TRADING PREFERENCES

\*PLEASE SIGN IN THE RELEVANT BOXES WHERE YOU WISH TO TRADE. THE SEGMENT NOT CHOSEN SHOULD BE STRUCK OFF BY THE CLIENT

Exchanges	NSE, BSE	
All Segments	Cash / Mutual Fund	F&O

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

# If, in future, the client wants to trade on any new segment/new exchange, separate authorization/letter should be furnished by the client.

### B. DEPOSITORY ACCOUNT(S) DETAILS

Depository Participant Name	Depository Name NSDL / CDSL	Beneficiary Name	DP ID	Beneficiary ID (BO ID)
Indbank Merchant Banking Services Ltd	NSDL			

### C. PAST ACTIONS (Reply " NIL " in case of no action)

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

### D. DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS

•Whether client is dealing through the sub-broker If yes, provide the following details:  YES  NO

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

Registered office address: .....

Ph: ..... Fax: ..... Website: .....

•Whether dealing with any other stock broker/sub-broker (in case of dealing with multiple stock brokers/sub-brokers, provide details of all)  YES  NO

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

Client Code: ..... Exchange: .....

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

**E. ADDITIONAL DETAILS**

- Whether you wish to receive physical contract note or Electronic Contract Note (ECN)  
 (Tick against your Preference)

Electronic Contract Note       Physical Contract Note

Whether you wish to receive Rights & Obligation, Risk (Trading & DP), Disclosure and Do's & Don'ts Documents

Physical Form       Electronic Form

Specify your Email id, if applicable: .....

- Whether you wish to avail of the facility of internet trading/ wireless technology       YES     NO
- Number of years of Investment/Trading Experience: .....
- Any other information: .....

**F. INTRODUCER DETAILS**

Name of the Introducer: Status of the Introducer: .....

(Surname) (Name) (Middle Name)

Status of the Introducer:     Sub-broker     Remisier     Authorized Person     Existing Client     Others

Please Specify: .....

Address and phone no. of the Introducer:      I Floor Khiviraj Complex I No.480 Anna Salai Nandanam

Signature of the Introducer: .....

Demat/Trading Account Numbers of the Introducer: .....

Employee Code if introduced by the Employee: .....

**DECLARATION**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the contents of the document on policy and procedures of the stock broker and the tariff sheet.
3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' (Trading & DP), 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 have received separate booklet containing Annexure 4,5 & 6 of KYC Form index.

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

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

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

**FOR OFFICE USE ONLY**

UCC Code allotted to the Client : .....

Documents verified with Originals	Client Interviewed By	In-Person Verification done by
Name of the Employee		
Employee Code		
Designation of the employee		
Date		
<b>Signature</b>		

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

.....  
**Signature of the Authorised Signatory  
 (Terminal Head)**

**Seal/Stamp of the stock broker  
 (Terminal)**

**Date:** .....

**INSTRUCTIONS/ CHECK LIST**

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

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

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

2. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals:
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker's local office, overseas can do 'in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.



# INDBANK MERCHANT BANKING SERVICES LIMITED

1st Floor, Khiviraj Complex I, No:480, Anna Salai, Nandanam, Chennai - 600035.

## SCHEDULE 'A' - CHARGES FOR DEPOSITORY SERVICES NSDL/CDSL with effect from 1st May 2023 (For Individual / Non-Individuals Accounts)

Particulars	For BSDA Accounts	For Individuals Accounts	For Non-Individuals Accounts
<b>1. Annual Maintenance Charges</b>	For Debt Securities Value of Holding upto 1,00,000 - NIL AMC For value of holding from Rs. 1,00,001 to Rs. 2,00,000 – Rs.100  For other than Debt Securities: i.Value of Holding upto Rs.50000- NIL AMC ii.For value of holding from Rs. 50,001 to Rs. 2,00,000 – Rs.100	Rs.400 p.a for Individuals Rs.750 p.a for Nri accs	Rs.1500 p.a. for Non-Individuals
<b>2. Transaction Fee: Market/Of f Market Sell (Debits) Inter Depository transfer : Sell (Debits)</b>	Market Sales Transaction Sale through IBMBSL - 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Sale through other broker- 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN. Off-Market Transaction - Transfer within IBMBSL DP- 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Off-Market Transaction- Transfer to outside DP- 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN.	Market Sales Transaction Sale through IBMBSL - 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Sale through other broker - 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN. Off-Market Transaction - Transfer within IBMBSL DP- 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Off-Market Transaction- Transfer to outside DP- 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN.	Market Sales Transaction Sale through IBMBSL - 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Sale through other broker- 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN. Off-Market Transaction - Transfer within IBMBSL DP- 0.03% of the transaction value subject to a minimum of Rs.30/- Per ISIN. Off-Market Transaction- Transfer to outside DP- 0.05% of the transaction value subject to a minimum of Rs.40/- Per ISIN.
<b>3. Demat Charges</b>	Rs.20 /- per certificate. Rs.50/- per DRF as courier charges	Rs.20 /- per certificate. Rs.50/- per DRF as courier charges	Rs.20 /- per certificate. Rs.50/- per DRF as courier charges
<b>4. Remat Charges</b>	Rs.25 for every hundred securities or part thereof or a flat fee of Rs.25 per certificate whichever is higher subject to a maximum of Rs.500000 plus Rs.50 as Postal Charges	Rs.25 for every hundred securities or part thereof or a flat fee of Rs.25 per certificate whichever is higher subject to a maximum of Rs.500000 plus Rs.50 as Postal Charges	Rs.25 for every hundred securities or part thereof or a flat fee of Rs.25 per certificate whichever is higher subject to a maximum of Rs.500000 plus Rs.50 as Postal Charges
<b>5.Redemption of MF units through Participants</b>	Rs.25 per instruction Plus Rs.50 as courier charges	Rs.25 per instruction Plus Rs.50 as courier charges	Rs.25 per instruction Plus Rs.50 as courier charges
<b>6.Reconversion of MF units in to SOA</b>	Rs.25 per instruction Plus Rs.50 as courier charges	Rs.25 per instruction Plus Rs.50 as courier charges	Rs.25 per instruction Plus Rs.50 as courier charges
<b>7. Pledge Creation / Confirmation / Pledge Closure / Closure Confirmation / Pledge Invocation</b>	0.03% of value of the pledge or Minimum Charge Rs.50/- per transaction whichever is higher	0.03% of value of the pledge or Minimum Charge Rs.50/- per transaction whichever is higher	0.03% of value of the pledge or Minimum Charge Rs.50/- per transaction whichever is higher
<b>8. Failed Instructions</b>	Rs.50/- per transaction	Rs.50/- per transaction	Rs.50/- per transaction
<b>9.Delivery Instruction book -let with 10 leaves, Delivery Instruction book-let with 50 leaves</b>	Rs.20 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (5 leaves) Rs.50 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (10 leaves)	Rs.20 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (5 leaves) Rs.50 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (10 leaves)	Rs.20 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (5 leaves) Rs.50 for re-issuance of DIS Booklet.plus Rs.50 as courier charges (10 leaves)
<b>10.NDU Charges - Creation/Confirmation</b>	0.05% (minimum Rs.35/-)	0.05% (minimum Rs.35/-)	0.05% (minimum Rs.35/-)
<b>11. Change of address/Bank details/ Name/ Feeeze/Unfreeze</b>	Rs.50/ per instruction	Rs.50/ per instruction	Rs.50/ per instruction
<b>12. Demat Rejection</b>	Rs.50 per instruction	Rs.50 per instruction	Rs.50 per instruction
<b>13.Margin Pledge -Initiation /unpledge / invocation</b>	Rs.20 per instruction	Rs.20 per instruction	Rs.20 per instruction
<b>Extra Statement</b>	i. For E-mail statements- Nil charges, ii. Upto two physical statements– Nil Charges, iii.Additional physical statement - Rs.25 per statement	i. For E-mail statements- Nil charges, ii. Upto two physical statements– Nil Charges, iii.Additional physical statement - Rs.25 per statement	i. For E-mail statements- Nil charges, ii. Upto two physical statements– Nil Charges, iii.Additional physical statement - Rs.25 per statement

**Note:**

- I Depository charges at actuals will be added for the services & charges listed above.
- I Charges quoted above and Any service not quoted above will be charged separately.
- I Depository Charges of Broking Clients will be debited to their subsequent Trading accounts.
- I Cheque return charges would be applicable at actuals of Bank charges and GST applicable. GST and other statutory charges as applicable will be levied.
- I INDBANK reserves the right to revise the rate structure from time to time giving 30 days notice.
- I Annual maintenance charges collected upfront on annual basis shall be refunded to the BO for the balance of the quarter if a/c gets closed.
- I Value of the transaction will be in accordance with rates provided by Depository.
- I Where the bill has not been paid within the due date, interest @ 18% p.a. will be charged on the outstanding bill amount.

I/We have read and understood the "Schedule of Charges" prescribed above and agree to abide by the same.

Signature of account holders.

Sole / First Holder      Second Holder      Third Holder

**BROKERAGE SLABS**

TRADING BROKERAGE CHARGES			
INDBANK MERCHANT BANKING			
For Individual & Non individual	Intraday	Delivery	Minimum
Cash Segment	0.10%	0.50%	0.05 Paise
Derivative Future	0.05% / Lot	0.05% / Lot	Nil
Derivative Option	0.75% Each Side		Rs 40/Lot

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

**Terms and Conditions :**

1. Brokerage charged are exclusive of STT, Service Tax, Stamp duty and any other leviable Exchange charges
2. Delayed payment charges @18% p.a. will be charged for Trading Account ledger debits from T+1 day for Cash Segment and T+1 day for F&O Segment
3. An additional charge of Rs.25 will be levied for each physical contract note towards recovery of out of pocket expenses. for those clients who have opted for Electronic Contract Notes, the above charges of Rs.25 will not be applicable
4. Minimum charges per contract note per day will be Rs.15 which include brokerage amount and incidental charges.

## POLICIES AND PROCEDURES

### 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 is required only to communicate/ advise the parameters for the calculation of the 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 ascertain beforehand 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 broker &/or exchange &/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/security 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 Rs100/- (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 with delayed payment charges at such rates not exceeding 2% p.m. as may be determined by the stock broker. 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 non-payment 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 designated time 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 (Le. 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 pay 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 may 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. To take any other steps which in the given circumstances, the stock broker may deem fit.
- v. 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 T+3 day which is the Auction Day on Exchange, 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 T+3 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 closing 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

- 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 undertaking of 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 Stock 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.

### Client Acceptance of Policies and Procedures stated herein above:

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.



## **MOST IMPORTANT TERMS AND CONDITIONS (MITC)**

(For non-custodial settled trading accounts)

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

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Client’s Signature

## RUNNING ACCOUNT AUTHORISATION

I/We have registered as a client with Indbank Merchant Banking Services Ltd (IBMBS Ltd) for trading/dealing in securities on NSE / BSE. In this connection for facilitating smooth operations in the aforesaid account and for administrative convenience, I/We authorize IBMBS Ltd:

1. To maintain a running account, instead of settlement to settlement clearance of funds and securities due to me/us.
2. To settle across segments and across Stock Exchanges.
3. Please note that I/We would like the mandatory settlement of the funds as indicated below.

(Tick against your preference) \_\_\_\_\_ Quarterly \_\_\_\_\_ Monthly

4. Further, in case I/We have any outstanding obligation on the settlement date, IBMBS Ltd may retain the requisite securities / funds towards such obligations.
5. Also, in respect of Derivative Market transactions, apart from the margin liability as on the date of settlement, IBMBS Ltd may also retain additional margin requirement of maximum up to 125% of margin requirement on the day of settlement to take care of any margin obligation arising in next 5 days.
6. This authorization for maintaining a running account may be revoked by me/us at any time and IBMBS Ltd shall act upon such revocation request, on receipt of the original revocation request at the service branch of IBMBS Ltd.
7. I/we will bring any dispute arising from the Statement of funds or securities to the notice of IBMBS Ltd within 7 working days from the date of receipt of funds/securities statement, as the case may be.

Thanking You  
Yours faithfully,

Sign: \_\_\_\_\_

Name & Trading Code: \_\_\_\_\_

## VERBAL ORDER ACCEPTANCE AUTHORISATION

I/We have been / shall be dealing through you as my / our broker on the Capital Market, Mutual Fund and/or Futures & Options Segments / Currency Derivative Segments. As my / our broker i.e. agent I / we direct and authorize you to carry out trading / dealings on my / our behalf as per instructions given below.

I/We agree and acknowledge that it is advised and preferred you that I/We give instructions for order placement/ modification and cancellation in writing and to avoid disputes, I/we must give instructions in exactly the format given below in duplicate (carbon copy / photocopy) and take signatures of your duly authorized officers at the branch along with your company stamp on the carbon/photocopy of the instructions in acknowledgement of receipt of my/our instructions.

However as I/We shall be dealing by ordering over phone and even if we visit the branch, the fluctuations in market are so rapid that it is not practical to give written instructions for order placement/modification and cancellation, I/We hereby authorize you to accept my / my authorized representative's verbal instructions for order placement / modification and cancellation in person or over phone (fixed line or mobile phone) and execute the same. I/We understand the risk associated with verbal orders and accept the same, and agree that I/We shall not be entitled to disown orders and consequent trades (if any) under the plea that same were not mine/our instructions. I/We agree that I/We will not have the right to shift the burden of proof by asking you to prove the placement of orders through telephone recording or otherwise.

I/We shall be liable for all losses, damages and actions which may arise as a consequence of your adhering to and carrying out my / our directions given above.

Thanking you,  
Yours faithfully,

**Client Signature**



## CONSENT FOR RECEIVING SMS

I/We agree and permit the member to provide intimation and communications, at its own discretion, including but not limited to outstanding debit recovery intimations, trade confirmations, margin and maintenance calls (collectively "alerts") through the SMS alert facility on the mobile phone number which belongs to me/us as provided in the account opening form or communicated otherwise.

The information sent as an alert on the mobile number shall be deemed to have been received by me/us and the member shall not be under any obligation to confirm the authenticity of the person(s) receiving the alert. The member will make best efforts to provide the services and I/We would not hold the member liable for non-availability of the service in any manner whatsoever.

My Mobile No.

Thanking you

Yours faithfully,

Client Signature : \_\_\_\_\_

Client name & Code : \_\_\_\_\_

**(Note: To be signed by person himself / herself and not to be signed by his/her attorney/authorized person etc)**

## APPLICATION AND TERMS & CONDITIONS FOR PROVIDING DEMAT AND TRADING ACCOUNT STATEMENTS BY E-MAIL

I/We would like to have all DP & Trading related statements through e-mail to me/us given in the KYC form.

I/We the under mentioned Beneficial Holders hereby agree, undertake and declare that, the aforementioned services are provided by Indbank Merchant Banking Services Ltd subject to the Terms and Conditions mentioned herein and as amended from time to time.

### TERMS & CONDITIONS FOR PROVIDING STATEMENTS BY E-MAIL

1. I/We agree that the transaction statements are sent by e-mail, I/we shall immediately inform Indbank Merchant Banking Services Ltd (IBMBS) Ltd) about change in e-mail address, if any.
2. I/We agree and aware that IBMBS Ltd shall have the right to terminate such service provided a written notice is given at least 10 days in advance and vice versa.
3. I/We agree that the above terms and conditions are in addition to and not in contravention of the terms and conditions forming a part of the "AGREEMENT BETWEEN THE PARTICIPANT AND THE PERSON SEEKING TO OPEN AN ACCOUNT WITH THE PARTICIPANT" signed by me/us at the time of opening the Demat account with the Bank.

Please do the needful at the earliest at my/our sole responsibility and activate the services as mentioned above for my/our DEMAT and TRADING Account.



\_\_\_\_\_  
Signature of Sole / First holder



\_\_\_\_\_  
Second holder



\_\_\_\_\_  
Third holder



## CONSENT FOR RECEIVING RESEARCH RECOMMENDATIONS

Indbank Merchant Banking Services Ltd (IBMBSL) being a SEBI registered Research Analyst entity under SEBI (Research Analysts) Regulations, 2014, is in the process of facilitating its clients with research recommendations in the form of Intraday/ Positional calls from company's in-house research department.

As a matter of compliance requirement, it is essential to get a prior consent from the respective client who wishes to receive such communications from IBMBSL. One who gives consent for receiving recommendations from IBMBSL and acts on any recommendation/ advise are deemed to have read and understood "Standard & General Disclaimer" which could be accessed from company's website.

I have Client Code \_\_\_\_\_  
with M/S Indbank Merchant Banking Services Ltd and wish to receive research recommendations.

**Client** 

## DISCLOSURE REGARDING PROPRIETARY TRADING

In pursuance of SEBI Circular No. SEBI/MRD/SE/Cir-42/2003 dated November 19,2003 with a view to increase the transparency in the dealings between the trading member and their clients, all trading members are required to disclose their clients whether they do client based business or proprietary trading as well.

Accordingly, we inform you that we are doing client based business as well as proprietary trading in our office in capital market segment / Derivatives of NSE/ BSE. Kindly acknowledge receipt

Terminal Head \_\_\_\_\_

I have Client Code \_\_\_\_\_  
with M/S Indbank Merchant Banking Services Ltd acknowledge the receipt of the above.

**Client** 

**OPTION FOR ISSUANCE OF DIS BOOKLET**

(to be filled by persons seeking to open a depository account who have given Power of Attorney to operate the depository account to Stock Broker / Participant / Portfolio Manager and do not intend to open a Basic Services Demat Account)

<b>Indbank Merchant Banking Services Ltd</b> 1 <sup>st</sup> Floor, Khivraj Complex - 1, No.480, Anna Salai, Nandanam, Chennai - 600 035		DP ID	IN 300 597
Name(s) of Account Holder(s)	Sole / First Holder		
	Second Holder		
	Third Holder		
<b>Option for issue of DIS Booklet (Please tick any one)</b>			
<b>Option 1</b> <input type="checkbox"/>  I / We wish to receive the Delivery Instruction slip (DIS) Booklet with account opening.			
<b>Option 2</b> <input type="checkbox"/>  I / We do not wish to receive the Delivery Instruction slip (DIS) Booklet with account opening. However, the DIS Booklet should be issued to me/us immediately on my/our request at any later date.			
<b>Beneficial Owner</b>	<b>Name</b>	<b>Signature with Date</b>	
Sole / First Holder		 <b>S-16</b>	
Second Holer		 <b>S-16a</b>	
Third Holder		 <b>S-16b</b>	

**(APPLICABLE IN CASE CLIENT HOLDS BANK A/C WITH INDIAN BANK)**

**BANK MANDATE LETTER FOR DEMAT ACCOUNT DUES**

**From:**

**Date:**

To  
**The Manager INDIAN BANK**

\_\_\_\_\_ Branch  
Sir/ Madam

**Sub: My/Our SB/CA number** \_\_\_\_\_ with your branch.

I /We am/ are opening a Demat Account with Ind Bank Merchant Banking Services Ltd.

I /We also maintain a Savings Bank /Current Account No. \_\_\_\_\_ with your Bank.

I / We authorize you to debit my / our SB Account / Current Account No. \_\_\_\_\_  
with your Branch towards my /our dues to IndBank Merchant Banking Services Ltd., towards all charges. I /We  
agree to maintain sufficient balances in my/our account.

Whenever any payment demand arises from IBMBS Ltd, I / We request you to debit my / our SB / CA Account  
number \_\_\_\_\_ and credit the same only to IBMBS Ltd maintain bank account with  
Indian Bank, Chennai under reference to my account maintain with IBMBSL. This authorization in vogue till it is  
revoked by me.

Yours faithfully



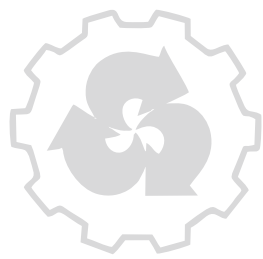
**Sole / First Holder**



**Second Holder**



**Third Holder**



**Indbank**

**Merchant Banking Services Ltd**  
(A Subsidiary of Indian Bank)