

## INDEX

Indicative list

To give the client an overview of the documentary requirements for opening a trading account.

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| 1. Know Your Client (KYC) Form - for Individual/Non-Individual | This Document captures the relevant mandatory information about the client as required by SEBI.   | 4-13            |
| 2. BSE Member Client Agreement (BSE-MCA)                       | This document contains the draft agreement between the client and the Member of Stock Exchange (BSE) and contains the associated terms & conditions.  | 14-17           |
| 3. BSE Tripartite Member Client Agreement                      | This document contains the agreement between the client, sub-broker and the Member of stock exchange (BSE) and contains the associated terms & conditions to avoid any future litigation between client, sub-broker & broker.         | 18-22           |
| 4. Combined Risk Disclosure Document (RDD)                     | This document lists the various risks associated with trading on stock exchanges in equity & derivative instruments and also contains the investors' rights & obligations. Client are requested to read and understand this document. | 23-28           |
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## CHECK LIST OF DOCUMENTS FOR INDIVIDUALS - MANDATORY

Please fill form in BLOCK LETTERS.

Please counter sign. any overwriting.

If any information does not fit in the form an Annexure may be used.

### A INDIVIDUALS:-

Clients need to provide all of the following documents **(Self attested)** as detailed below:

1.  Photocopy of PAN Card (with photo)
2. For Proof of Identity (xerox copy any one of the following):
  - Passport
  - Voter ID
  - Driving Licence
3. For Proof of Address (xerox copy any one of the following):
  - Passport/Voter ID/Driving Licence.
  - Rent Agreement (alongwith rent receipt of latest month) / Ration Card.
  - Flat Maintenance Bill/Telephone Bill/Electricity Bill (Latest month).
  - Insurance Policy.
4.  Copy of cancelled cheque leaf containing pre-printed name of client & IFSC Code/Pass book/Bank statement containing name of the constituent.
5.  Proof of the Demat Account (Statement of holding /transaction statement / Copy of latest bill).

### B. FOR NRI CLIENTS:-

NRI clients need to provide all of the following documents **(Self attested)** & duly notarised by notary or attested by Indian Embassy as detailed below.

1.  In case of Indian passport - Valid Passport, Place of birth as India, Valid Visa- Work/ Student/employment/resident permit etc.
2. In case of foreign passport: Valid passport and of the following:
  - i) Place of Birth as India in foreign passport.
  - ii) Copy of PIO/ OCI Card as applicable in case of PIO/ OCI.
3.  Pis permission Letter from the respective designated bank
4.  Overseas Address Driving License/ Foreign Passport/ Utility Bills/ Bank Statement (not more than 2 months old)/ Notarized copy of rent agreement/ leave & license agreement/ Sale deed.
5.  Proof of respective Bank accounts & depository accounts.
6.  Pan Card.

### C. SOLE PROPRIETORSHIP :-

1. Same as per Individuals, and
2. Recent Passport size Photo of Proprietor.
3.  A declaration on the letterhead of the firm identifying demat a/c and bank a/c (as per format).
4.  Rubber stamp of firm required on every signature of the Proprietor.
5.  DEMAT account will be in the name of proprietor only.
6.  Certified copy of Balance sheet/Annual accounts for Last two years.
7.  Latest Income tax return copy of Proprietor.

Note: At the time of opening of account, please furnish all the above documents in original for verification. After in-person verification is done by our staff member, we will return all your original documents back to you.

## CHECK LIST OF DOCUMENTS FOR NON-INDIVIDUALS - MANDATORY

Clients need to provide all of the following documents (**Self attested**) as detailed below:

Please fill form in BLOCK LETTERS.

Please counter sign. any overwriting.

If any information does not fit in the form an Annexure may be used.

### IN ALL CASES

1.  Copies of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year)
2.  Copy of a cancelled cheque containing preprinted name of the client and IFSC Code (in case the cancelled cheque does not contain the name of the client and/or IFSC Code, extra documentary proof from the bank for the same)
3.  Demat Master issued by the DP bearing DP Stamp/ Recent holding statement containing the name of the client
4.  Resolution on letterhead
5.  Copy of PAN card

### A. HUF ACCOUNT

1.  PAN Card of Karta.
2.  Sign photograph of Karta.
3.  Proof of Identity and Address of Karta.
4.  HUF Declaration signed by all coparceners.
5.  HUF stamp affixed wherever the KARTA signs.

### B. CORPORATE CLIENTS

1.  Certified Copies of share holding pattern including list of those holding more than 5% or more. (certified by Company Secretary/Wholetime director/MD/CA) (copy of updated shareholding pattern to be submitted every year).
2.  Photograph of Director/ Whole time Directors/ Individual Promoter holding 5% or more.
3.  Memorandum & Article of Association is required with Company rubber stamp & Director signature.
4.  Company stamp affixed wherever Directors/Auth. Signatory Signs on the Agreement.
5.  Certificate of incorporation.
6.  A resolution from the Board of Directors and authority granted to its managers, officers or employees to transact on its behalf.
7.  Self attested proof of Identity, Address proof, Pan card, Bank details and photograph of all Directors/Authorised persons authorised by resolution to act in behalf of the Company. (Refer to individual requirement point 1 to 4 on page 2)

### C. Partnership Firm

1.  Certified True copy of Partnership Deed & Registration Certificate
2.  All Partners Proof of Identity, Address proof & Pan Card.
3.  Partners latest signed photographs.
4.  Copy of latest profit sharing ratio of all those holding more than 5% certified by the partner(s) (certified by partner(s)) (copy of updated profit sharing ratio to be submitted every year)
5.  An officially valid document in respect of the person holding a power of attorney to transact on its behalf.

### D. Trust

1.  Certified True copy of Trust deed & Registration Certificate.
2.  An officially valid document in respect of the person holding a power of attorney to Act on its behalf.
3.  List of Trustees certified by Managing Trustee / Chartered Accountant.
4.  Self attested proof of Identity, Address proof, Pan card, Bank details and photograph of all Trustees/Authorised persons authorised by resolution to act in behalf of the Trust. (Refer to individual requirement point 1 to 4 on page 2)

**SVV SHARES & STOCK BROKERS PVT. LTD.****FOR INDIVIDUALS  
MANDATORY**

|                              |
|------------------------------|
| <b>B.S.E. CAPITAL MARKET</b> |
| Code No. 662                 |
| SEBI Reg. No. INB010991632   |

|                                   |
|-----------------------------------|
| <b>B.S.E. DERIVATIVES SEGMENT</b> |
| Code No. 662                      |
| SEBI Reg. No. INF010991632        |

**X**Please affix  
and sign  
on the  
photograph

**Regd. Off.:** A/1 Mandvi Navjeevan, 121/127 Kazi Syed Street, Mumbai - 400 003.  
Tel.: 022 - 2272 3133 • Fax: 022 - 2272 3134  
Email id: svvcm662@rediffmail.com  
Investor Grievances E mail id: svvig662@rediffmail.com

**INDIVIDUAL CLIENT REGISTRATION FORM**

|  |  |   |  |
|--|--|---|--|
| <b>The following format has to be obtained from all constituents (other than institutional clients).</b>   |  |   |  |
| 1. All columns are to be filled in by the clients and copies of relevant supporting documents need to be attached by the constituents.   |  |   |  |
| (This information is the sole property of the trading member / brokerage house and would not be disclosed to anyone unless required by law or except with the express permission of clients) |  |   |  |
| NAME OF THE CLIENT (as preferred by Client)  |  |   |  |
| (As appearing on PAN Card)   |  |   |  |
| (As appearing on I.T. Database)  |  |   |  |
| NAME OF FATHER/HUSBAND   |  |   |  |
| NAME OF FIRM<br>(in case of Proprietorship Firm)   |  |   |  |
| UIN (where obtained)   |  | EDUCATIONAL QUAL.   |  |
| PAN  |  | DATE OF BIRTH   |  |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE  |  | MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED |  |
| RESIDENCE ADDRESS  |  |   |  |
| CITY   |  | PIN CODE  |  |
| STATE  |  | COUNTRY   |  |
| TELEPHONE No. (Std Code)   |  | FAX (Std Code)  |  |
| CORRESPONDENCE ADD.  |  |   |  |
| CITY   |  | PIN CODE  |  |
| STATE  |  | COUNTRY   |  |
| TELEPHONE No. (Std Code)   |  | FAX (Std Code)  |  |
| MOBILE   |  | E-MAIL  |  |
| NATIONALITY  |  | RESIDENTIAL STATUS    INDIAN / NRI / OTHERS                                     |  |
| <b>For NRI Customers under RBI PIS Scheme: RBI PIS permission details:</b>   |  |   |  |

4 Client's Signature **X**

**MANDATORY****Bank A/c Detail**

Through which transaction will be generally routed  
First Holder of A/c should be same as that of trading  
account

|               |                        |
|---------------|------------------------|
| BANK NAME     |                        |
| BRANCH NAME   |                        |
| BANK A/C TYPE | SAVING / CURRENT / NRI |
| BANK A/C NO.  |                        |
| ADDRESS       |                        |
| MICR NO.      | IFSC CODE:             |

(Copy of a cancelled Cheque leaf/pass book/bank  
statement containing name of the constituent  
should be submitted)

In case you wish to transact through more than one Bank A/c / DP A/c Please attach a list in the format  
as given above & attest the same.

**Demat A/c Detail**

Through which securities will be generally delivered  
First Holder of A/c should be same as that of  
trading account

|                             |           |
|-----------------------------|-----------|
| DEPOSITORY NAME             | NSDL/CDSL |
| DEPOSITORY PARTICIPANT NAME |           |
| DEPOSITORY PARTICIPANT ID   |           |
| BENEFICIARY A/C NO.         |           |
| ADDRESS                     |           |
|                             |           |

(Copy of DP client master or latest DP bill of the  
constituent should be submitted)

**OCCUPATION DETAILS**

EMPLOYED  SELF EMPLOYED  BUSINESS  PROFESSIONAL  HOUSE-WIFE  OTHERS  
(Please Specify)

**DETAILS IN CASE (EMPLOYED/SELF EMPLOYED/BUSINESS/PROFESSIONAL/OTHERS)**

|                                    |       |          |                |
|------------------------------------|-------|----------|----------------|
| NAME OF THE EMPLOYER/ESTABLISHMENT |       |          |                |
| OFFICE ADDRESS                     |       |          |                |
|                                    | CITY  | PIN CODE |                |
|                                    | STATE | COUNTRY  |                |
| TELEPHONE No. (Std Code)           |       |          | FAX (Std Code) |

**FINANCIAL DETAILS**

ANNUAL INCOME RANGE (INR)  < 1 LAC  1-5 LACS  5-10 LACS  10-25 LACS  > 25 LACS

**INCOME PROOF : TO BE PROVIDED INITIALLY AND THEREAFTER ON YEARLY BASIS.**

a) Are you or have you 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? If yes, please give details

b) Are you a family member and/ or close relative of a person of a) above? If yes, please give details

**INVESTMENT / TRADING EXPERIENCE & PREFERENCE**

NO PRIOR INVESTMENT  
EXPERIENCE  YEARS IN EQUITIES  YEARS IN DERIVATIVES  YEARS IN OTHER INVESTMENT  
RELATED FIELDS

5 Client's Signature **X**

**MANDATORY**

| <b>Trading Preference:</b>  |   |                       |                            |
|---|---|-----------------------|----------------------------|
| Stock Exchanges and segment on which you wish to trade (if the member is registered for such Exchanges):  |   |                       |                            |
| <b>Sr. No.</b>  | <b>Exchange</b>                                     | <b>Segment</b>        | <b>Signature of client</b> |
| 1   | Bombay Stock Exchange Limited                       | Cash                  | <input type="checkbox"/> X |
| 2   | Bombay Stock Exchange Limited                       | F&O                   | <input type="checkbox"/> X |
| WHETHER REGISTERED WITH ANY OTHER BROKER-MEMBER (IF REGISTERED WITH MULTIPLE MEMBERS, PROVIDE DETAILS OF ALL)   |   |                       |                            |
| NAME OF BROKER  |   |                       |                            |
| NAME OF EXCHANGE  |   |                       |                            |
| CLIENT CODE NO.   |   |                       |                            |
| DETAILS OF ANY ACTION TAKEN BY SEBI/STOCK EXCHANGE/ANY OTHER AUTHORITY FOR VIOLATION OF SECURITIES LAW OTHER ECONOMIC OFFENCES (INCLUDING ACTION TAKEN AGAINST RELATIVES / ASSOCIATES)  |   |                       |                            |
| A) DURING LAST 3 YEARS  |   |                       |                            |
| B) PRIOR TO THAT  |   |                       |                            |
| <b>REFERENCES</b>   |   |                       |                            |
| INTRODUCTION : INTRODUCED BY ANOTHER CONSTITUENT / DIRECTOR OR EMPLOYEE OF TRADING MEMBER / ANY OTHER PERSON (PLEASE SPECIFY)   |   |                       |                            |
| NAME OF THE INTRODUCER  |   |                       |                            |
| ADDRESS OF THE INTRODUCER   |   |                       |                            |
| UCC OF THE INTRODUCER (if registered with the Trading Member)   |   |                       |                            |
| RELATIONSHIP WITH APPLICANT:  |   | RELATIONSHIP WITH TM: |                            |
| PAN OF INTRODUCER   | INTRODUCER'S SIGNATURE _____                        |                       |                            |
| <b>(SELF ATTESTED COPY OF PAN &amp; ADDRESS PROOF REQUIRED OF THE INTRODUCER)</b>   |   |                       |                            |
| PURPOSE AND INTENDED NATURE OF THE BUSINESS RELATIONSHIP (AS PER PMLA REQUIREMENTS)   |   |                       |                            |
| ACCOUNT SETTLEMENT (AS PER SEBI REQUIREMENTS) (PLEASE TICK) <input type="checkbox"/> ONCE A MONTH <input type="checkbox"/> ONCE A QUARTER   |   |                       |                            |
| <b>DECLARATION</b>  |   |                       |                            |
| I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting I am aware that I may be held liable for it. |   |                       |                            |
| Date  | _____   |                       |                            |
| Place   | _____   |                       |                            |
|   | <b>X</b><br>_____<br>(Signature of the constituent) |                       |                            |

**MANDATORY**

**INVESTOR GRIEVANCE E-MAIL**

As per the SEBI Circular Ref No. MRD/DOP/SE/Cir-22/06 dated 18/12/2006 regarding the exclusive e-mail ID for redressal of Investor Complaints, please note that the same is svvig662@rediffmail.com

**PREVENTION OF MONEY-LAUNDERING ACT (PMLA) 2002**

Compliance with the Prevention of Money-Laundering Act (PMLA) 2002, as amended till date and the Rules, Regulation and Guidelines framed thereunder:

- a) The client confirms that all the information which may be required by the stock broker to enable it to comply with the provisions of the PMLA and the rules, regulations and guidelines framed there under has been disclosed including issues related to "beneficial ownership", if any and also undertakes to provide the same on an ongoing basis whenever required.
- b) The client agrees to keep the stock broker informed of any change in the information provided earlier in this regard immediately in writing.

**PROPRIETARY-TRADING DISCLOSURE:** This has reference to Circular No. SEBI/MRD/SE/CIR-42/2003 dated November 19, 2003 as mandated by the SEBI and/or the Exchange, the stock broker hereby makes disclosure to the client that the stock broker may, from time to time, make investments in securities with a view to deploy its own surplus funds on its own proprietary account without any specific intimation to the client in this regard.

“Proprietary Trading Disclosure noted”

Client's Signature **X** \_\_\_\_\_

**IN PERSON VERIFICATION DONE BY:**

Name of Employee: \_\_\_\_\_

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

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

**FOR OFFICE PURPOSE**

UNIQUE CONSTITUENT CODE (TO BE INSERTED BY THE BROKERAGE FIRM) \_\_\_\_\_

ORIGINAL DOCUMENTS VERIFIED BY \_\_\_\_\_ AUTHORISED BY \_\_\_\_\_

**SVV SHARES & STOCK BROKERS PVT. LTD.****FOR NON-INDIVIDUALS  
MANDATORY**

|                              |
|------------------------------|
| <b>B.S.E. CAPITAL MARKET</b> |
| Code No. 662                 |
| SEBI Reg. No. INB010991632   |

|                                   |
|-----------------------------------|
| <b>B.S.E. DERIVATIVES SEGMENT</b> |
| Code No. 662                      |
| SEBI Reg. No. INF010991632        |

**Regd. Office:** A/1 Mandvi Navjeevan, 121/127 Kazi Syed Street, Mumbai - 400 003.

Tel.: 022 - 2272 3133 • Fax: 022 - 2272 3134

Email id: svvcm662@rediffmail.com

Investor Grievances E mail id: svvig662@rediffmail.com

**NON-INDIVIDUAL CLIENT REGISTRATION FORM**

**The following format has to be obtained from all constituents (other than institutional clients).**  
All columns are to be filled in by the clients and copies of relevant supporting documents need to be attached by the constituents.

(This information is the sole property of the trading member / brokerage house and would not be disclosed to anyone unless required by law or except with the express permission of clients)

|   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
|---|--------------------------|--------------------------|----------------------|--------------------------|-------------------------------------|-------------------------|--------------------------|--------------------------|---|--|
| NAME OF THE COMPANY/<br>FIRM/HUF  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| CONSTITUTION  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| REGISTERED OFFICE ADDRESS   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
|   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
|   | CITY                     |                          |                      |                          | PIN CODE                            |                         |                          |                          |   |  |
|   | STATE                    |                          |                      |                          | COUNTRY                             |                         |                          |                          |   |  |
| TELEPHONE No. (Std Code)  |                          |                          |                      |                          |                                     | FAX (Std Code)          |                          |                          |   |  |
| MOBILE  |                          |                          |                      |                          |                                     | E-MAIL                  |                          |                          |   |  |
| CORRESPONDENCE OFFICE<br>ADDRESS  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
|   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
|   | CITY                     |                          |                      |                          | PIN CODE                            |                         |                          |                          |   |  |
|   | STATE                    |                          |                      |                          | COUNTRY                             |                         |                          |                          |   |  |
| TELEPHONE No. (Std Code)  |                          |                          |                      |                          |                                     | FAX (Std Code)          |                          |                          |   |  |
| MOBILE  |                          |                          |                      |                          |                                     | E-MAIL                  |                          |                          |   |  |
| DATE OF INCORPORATION/<br>FORMATION   |                          |                          |                      |                          | DATE OF COMMENCEMENT<br>OF BUSINESS |                         |                          |                          |   |  |
| NATURE OF BUSINESS  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| REGISTRATION NO. (WITH ROC,<br>SEBI OR GOVT. AUTHORITY)   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| DETAILS OF PAN  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| <b>Investment/Trading Experience &amp; Preference</b>   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| <input type="checkbox"/> NO PRIOR INVESTMENT<br>EXPERIENCE  | <input type="checkbox"/> | <input type="checkbox"/> | YEARS IN<br>EQUITIES | <input type="checkbox"/> | <input type="checkbox"/>            | YEARS IN<br>DERIVATIVES | <input type="checkbox"/> | <input type="checkbox"/> | YEARS IN OTHER<br>INVESTMENT RELATED FIELDS |  |
| WHETHER REGISTERED WITH ANY OTHER BROKER (IF REGISTERED WITH MULTIPLE MEMBERS, PROVIDE ALL DETAILS) |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| NAME OF BROKER  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| NAME OF EXCHANGE  |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |
| CLIENT CODE NO.   |                          |                          |                      |                          |                                     |                         |                          |                          |   |  |

8 Client's Signature **X** \_\_\_\_\_



**MANDATORY**

**DETAILS OF THE MANAGERIAL PERSONNEL**

(To be obtained on PrePrinted Letterhead)

**A) Name of Promoter Director/Partner/Trustee/Karta (Separate Sheet in respect of each)**

|                     |   |               |
|---------------------|---|---------------|
| NAME :              |   |               |
| ADDRESS (Residence) |   |               |
|                     | City:   | Pin:          |
|                     | State:  | Country:      |
|                     | PAN:  | Date of Birth |
| Telephone :         |   | Mobile        |
| Email               | Male <input type="checkbox"/> Female <input type="checkbox"/> |               |

**B) Name of Whole time Directors (Separate Sheet in respect of each)**

|                     |   |               |
|---------------------|---|---------------|
| NAME :              |   |               |
| ADDRESS (Residence) |   |               |
|                     | City:   | Pin:          |
|                     | State:  | Country:      |
|                     | PAN:  | Date of Birth |
| Telephone :         |   | Mobile        |
| Email               | Male <input type="checkbox"/> Female <input type="checkbox"/> |               |

**C) Name, designation and Residential Address of persons authorised to deal in Securities on behalf of the Company/Firm/Trust/HUF (Separate Sheet in respect of each)**

|                     |   |               |
|---------------------|---|---------------|
| NAME :              |   |               |
| ADDRESS (Residence) |   |               |
|                     | City:   | Pin:          |
|                     | State:  | Country:      |
|                     | PAN:  | Date of Birth |
| Telephone :         |   | Mobile        |
| Email               | Male <input type="checkbox"/> Female <input type="checkbox"/> |               |

**DETAILS OF ANY ACTION TAKEN BY SEBI/STOCK EXCHANGE/ RBI/ ANY OTHER FINANCIAL SECTOR REGULATOR AGAINST THE CONSTITUENT OR ITS PARTNERS/ PROMOTERS/ WHOLE TIME DIRECTORS/ AUTHORIZED PERSONS IN CHARGE OF DEALING IN SECURITIES FOR VIOLATION OF SECURITIES LAWS/ OTHER ECONOMIC OFFENCES.**

A) DURING LAST 3 YEARS

B) PRIOR TO THAT

**Bank A/c Detail**

Through which transaction will be generally routed

|               |                        |
|---------------|------------------------|
| BANK NAME     |                        |
| BRANCH NAME   |                        |
| BANK A/C TYPE | SAVING / CURRENT / NRI |
| BANK A/C NO.  |                        |
| ADDRESS       |                        |
| MICR NO.      | IFSC CODE:             |

(Copy of a cancelled Cheque leaf/pass book/bank statement containing name of the constituent should be submitted)

In case you wish to transact through more than one Bank A/c / DP A/c Please attach a list in the format given above & attest the same.

**Demat A/c Detail**

Through which securities will be generally delivered

|                             |           |
|-----------------------------|-----------|
| DEPOSITORY NAME             | NSDL/CDSL |
| DEPOSITORY PARTICIPANT NAME |           |
| DEPOSITORY PARTICIPANT ID   |           |
| BENEFICIARY A/C NO.         |           |
| ADDRESS                     |           |

(Copy of DP client master or latest DP bill of the constituent should be submitted)

9 Client's Signature **X** \_\_\_\_\_

**MANDATORY**

| <b>Trading Preference:</b>  |                               |   |                          |          |
|---|-------------------------------|---|--------------------------|----------|
| Stock Exchanges and segment on which you wish to trade (if the member is registered for such Exchanges):  |                               |   |                          |          |
| Sr. No.   | Exchange                      | Segment   | Signature of client      |          |
| 1   | Bombay Stock Exchange Limited | Cash  | <input type="checkbox"/> | <b>X</b> |
| 2   | Bombay Stock Exchange Limited | F&O   | <input type="checkbox"/> | <b>X</b> |
| <b>References</b>   |                               |   |                          |          |
| INTRODUCTION : INTRODUCED BY ANOTHER CONSTITUENT / DIRECTOR OR EMPLOYEE OF TRADING MEMBER / ANY OTHER PERSON (PLEASE SPECIFY)   |                               |   |                          |          |
| NAME OF THE INTRODUCER  |                               |   |                          |          |
| ADDRESS OF THE INTRODUCER   |                               |   |                          |          |
| UCC OF THE INTRODUCER (if registered with the Trading Member)   |                               |   |                          |          |
| RELATIONSHIP WITH APPLICANT:  |                               | RELATIONSHIP WITH TM:   |                          |          |
| PAN OF INTRODUCER   |                               | INTRODUCER'S SIGNATURE _____  |                          |          |
| <b>(SELF ATTESTED COPY OF PAN &amp; ADDRESS PROOF REQUIRED OF THE INTRODUCER)</b>   |                               |   |                          |          |
| PURPOSE AND INTENDED NATURE OF THE BUSINESS RELATIONSHIP (AS PER PMLA REQUIREMENTS)   |                               |   |                          |          |
| ACCOUNT SETTLEMENT (AS PER SEBI REQUIREMENTS) (PLEASE TICK) <input type="checkbox"/> ONCE A MONTH <input type="checkbox"/> ONCE A QUARTER   |                               |   |                          |          |
| <b>DECLARATION</b>  |                               |   |                          |          |
| 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. |                               |   |                          |          |
| Date _____  |                               |   |                          |          |
| Place _____   |                               | <b>X</b><br>_____<br>(Signature of the constituent with rubber stamp) |                          |          |

**MANDATORY**

**INVESTOR GRIEVANCE E-MAIL**

As per the SEBI Circular Ref No. MRD/DOP/SE/Cir-22/06 dated 18/12/2006 regarding the exclusive e-mail ID for redressal of Investor Complaints, please note that the same is svvig662@rediffmail.com

**PREVENTION OF MONEY-LAUNDERING ACT (PMLA) 2002**

Compliance with the Prevention of Money-Laundering Act (PMLA) 2002, as amended till date and the Rules, Regulation and Guidelines framed thereunder:

- a) The client confirms that all the information which may be required by the stock broker to enable it to comply with the provisions of the PMLA and the rules, regulations and guidelines framed there under has been disclosed including issues related to "beneficial ownership", if any and also undertakes to provide the same on an ongoing basis whenever required.
- b) The client agrees to keep the stock broker informed of any change in the information provided earlier in this regard immediately in writing.

**PROPRIETARY-TRADING DISCLOSURE:** This has reference to Circular No. SEBI/MRD/SE/CIR-42/2003 dated November 19, 2003 as mandated by the SEBI and/or the Exchange, the stock broker hereby makes disclosure to the client that the stock broker may, from time to time, make investments in securities with a view to deploy its own surplus funds on its own proprietary account without any specific intimation to the client in this regard.

“Proprietary Trading Disclosure noted”

Client's Signature **X** \_\_\_\_\_

**IN PERSON VERIFICATION DONE BY:**

Name of Employee: \_\_\_\_\_

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

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_

**FOR OFFICE PURPOSE**

UNIQUE CONSTITUENT CODE (TO BE INSERTED BY THE BROKERAGE FIRM) \_\_\_\_\_

ORIGINAL DOCUMENTS VERIFIED BY \_\_\_\_\_ AUTHORISED BY \_\_\_\_\_

### Annexure A

**To be submitted by all the Partners/Directors/ Trustees/Authorised Signatories/Karta authorised by resolution to act on behalf of the Firm/Company/Trust/HUF**

In connection with the Client Registration Application Submitted to you by \_\_\_\_\_

of which I am the Partner/Director/Trustee/Authorised signatory /Karta  
I furnish you the following personal details relating to me:

Please affix  
photograph of  
Partner/Director etc.  
& sign on the  
photograph

**X**

|   |                           |   |
|---|---------------------------|---|
| NAME :  |                           |   |
| ADDRESS (Residence)   |                           |   |
|   | City:                     | Pin:  |
|   | State:                    | Country:  |
|   | PAN:                      | Date of Birth   |
| Telephone :   |                           | Mobile  |
| Designation   |                           | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| <b>Investment Experience</b>  |                           | <b>Annual Income Range</b>                                    |
| Years in Stocks   |                           | Below 1 Lac <input type="checkbox"/>                          |
| Years in Derivatives  |                           | Rs. 1 Lac-5 Lacs <input type="checkbox"/>                     |
| Years in any other related field  |                           | Rs. 5 Lacs-10 Lacs <input type="checkbox"/>                   |
|   |                           | Rs. 10 Lacs-25 Lacs <input type="checkbox"/>                  |
|   |                           | Above 25 Lacs <input type="checkbox"/>                        |
| <b>Particulars of Bank A/c</b>  |                           |   |
| Name of Bank  |                           |   |
| Branch (Address, Fax and Telephone No.)   |                           |   |
| Bank Account No.  |                           |   |
| Whether registered with any other Broker : Yes/No   |                           |   |
| If Yes, Name of Member  |                           |   |
| Name of Exchange  |                           |   |
| Client Code No.   |                           |   |
| <b>DECLARATION</b>  |                           |   |
| I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting I am aware that I may be held liable for it. |                           |   |
| Date _____  | Signature: <b>X</b> _____ |   |
| Place _____   | Name: _____               |   |

Note : If any of the above information required does not fit in the form an annexure may be used.

### Annexure A

**To be submitted by all the Partners/Directors/ Trustees/Authorised Signatories/Karta authorised by resolution to act on behalf of the Firm/Company/Trust/HUF**

In connection with the Client Registration Application Submitted to you by \_\_\_\_\_

of which I am the Partner/Director/Trustee/Authorised signatory /Karta  
I furnish you the following personal details relating to me:

Please affix  
photograph of  
Partner/Director etc.  
& sign on the  
photograph

**X**

|   |        |   |
|---|--------|---|
| NAME :  |        |   |
| ADDRESS (Residence)                               |        |   |
|   | City:  | Pin:  |
|   | State: | Country:  |
|   | PAN:   | Date of Birth   |
| Telephone :                                       |        | Mobile  |
| Designation                                       |        | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| <b>Investment Experience</b>                      |        | <b>Annual Income Range</b>                                    |
| Years in Stocks                                   |        | Below 1 Lac <input type="checkbox"/>                          |
| Years in Derivatives                              |        | Rs. 1 Lac-5 Lacs <input type="checkbox"/>                     |
| Years in any other related field                  |        | Rs. 5 Lacs-10 Lacs <input type="checkbox"/>                   |
|   |        | Rs. 10 Lacs-25 Lacs <input type="checkbox"/>                  |
|   |        | Above 25 Lacs <input type="checkbox"/>                        |
| <b>Particulars of Bank A/c</b>                    |        |   |
| Name of Bank                                      |        |   |
| Branch (Address, Fax and Telephone No.)           |        |   |
| Bank Account No.                                  |        |   |
| Whether registered with any other Broker : Yes/No |        |   |
| If Yes, Name of Member                            |        |   |
| Name of Exchange                                  |        |   |
| Client Code No.                                   |        |   |

**DECLARATION**

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

Date \_\_\_\_\_ Signature: **X** \_\_\_\_\_

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

Note : If any of the above information required does not fit in the form an annexure may be used.



**MANDATORY**

**FOLLOWING TERMS AND CONDITIONS:**

1. The Client agrees to immediately notify the Stock Broker in writing if there is any change in the information in the 'Client registration form' provided by the Client to the Stock Broker at the time of opening of the account or at any time thereafter.
2. The Stock Broker declares that it has brought the contents of the risk disclosure document to the notice of Client and made him aware of the significance of the said document. The Client agrees that:
  - a. He has read and understood the risks involved in trading on a Stock Exchange.
  - b. He shall be wholly responsible for all his investment decisions and trades.
  - c. The failure of the Client to understand the risk involved shall not render a contract as void or voidable and the Client shall be and shall continue to be responsible for all the risks and consequences for entering into trades in the segments in which the Client chose to trade.
  - d. He is liable to 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.
  - e. 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 closing of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.
3. The Client agrees to 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 the Stock Broker renders to the Client.
4. The Stock Broker agrees that it shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant Stock Exchange/SEBI.
5. The Client agrees to abide by the exposure limits, if any, set by the Stock Broker or by the Exchange or Clearing Corporation or SEBI from time to time.
6. Without prejudice to the Stock Broker's other rights (including the right to refer a matter to arbitration), 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.
7. The Stock Broker agrees 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 SEBI Rules and Regulations circulars/ guidelines/Exchanges Rules/Regulations/Bye-laws and circulars.
8. The Client agrees to immediately furnish information to the Stock Broker in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
9. The Stock Broker agrees to 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.
10. 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, The 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 successors, heirs and assigns shall be entitled to any surplus which may

15 Client's Signature **X** \_\_\_\_\_

**MANDATORY**

result there from.

11. The Stock Broker agrees that it shall co-operate in redressing grievances of the Client in respect of transactions routed through it and in removing objections for bad delivery of shares, rectification of bad delivery, etc. in respect of shares and securities delivered/to be delivered or received/to be received by the Client.
12. The Stock Broker shall continue to be responsible for replacing bad deliveries of the Client in accordance with applicable "Good & bad delivery norms" even after termination of the agreement and shall be entitled to recover any loss incurred by him in such connection from the Client.
13. 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 it may have had transactions in securities.
14. The Client and the Stock Broker agree to refer any claims and/or disputes to arbitration as per the Rules, Byelaws and Regulations of the Exchange and circulars issued thereunder as may be in force from time to time.
15. The Stock Broker hereby agrees that he shall ensure faster settlement of any arbitration proceedings arising out of the transactions entered into between him and the Client and that he shall be liable to implement the arbitration awards made in such proceedings.
16. Information about default in payment/delivery and related aspects by a Client shall be brought to the notice of the relevant Stock Exchange(s). 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 to the relevant Stock Exchange(s).
17. The Stock Broker and the Client agree to reconcile their accounts at the end of each quarter with reference to all the settlements where payouts have been declared during the quarter.
18. The Stock Broker and the Client agree to abide by any award passed by the Ombudsman under the SEBI (Ombudsman) Regulations, 2003.
19. The Stock Broker and the Client declare and agree that the transactions executed by stock broker of the client on the Exchange are subject to Rules, Bye-laws and Regulations and circulars issued thereunder of the Exchange and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Bye-laws and Regulations of the Exchange for the purpose of giving effect to the provisions of the Rules, Bye-laws and Regulations of the Exchange and the circulars issued thereunder.
20. The instructions issued by an authorized representative, if any, of the Client shall be binding on the Client in accordance with the letter authorizing the said representative to deal on behalf of the said Client.
21. Where the Exchange cancels trade(s) suo moto all such trades including the trade/s done on behalf of the Client shall ipso facto stand cancelled.
22. This agreement shall forthwith terminate; 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 issued by the Board is cancelled.
23. The Stock Broker and the Client shall be entitled to terminate this agreement 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 agreement 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.
24. In addition to the specific rights set out in this Agreement, the Stock Broker and the Client shall be

16 Client's Signature **X** \_\_\_\_\_



**MANDATORY**

entitled to exercise any other rights which the Stock Broker or the Client may have under the Rules, Bye-laws and Regulations of the Exchange and circulars issued thereunder or Rules and Regulations of SEBI.

25. Words and expressions which are used in this Agreement, but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Bye-laws and Regulations of the Exchange and circulars issued thereunder.

26. The provisions of this agreement shall always be subject to Government notifications, any rules, regulations, guidelines and circulars issued by SEBI and Rules, Regulations and Bye-laws of the relevant Stock Exchange that may be in force from time to time.

27. The Stock Broker hereby undertakes to maintain the details of the Client as mentioned in the Client registration form or any other information pertaining to the Client in confidence and that it 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 its/his Client to any person or authority with the express permission of the Client.

This agreement can be altered, amended and /or modified by the parties mutually in writing without derogating from the contents of this Agreement. Provided however, 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 Exchange, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this agreement.

**IN WITNESS THEREOF** the parties to the Agreement have caused these presents to be executed as of the day and year first above written.

**The Client's Signature/ Authorised Signatory:**

**For  
SVV SHARES & STOCK BROKERS PVT. LTD.**

X

Signed by: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Name of the client: \_\_\_\_\_

Name of the Member:  
**SVV SHARES & STOCK BROKERS PVT. LTD.**

WITNESS:

WITNESS:

|   |  |   |  |
|---|--|---|--|
| 1 | Name & Address: _____<br>_____<br>_____<br>Signature | 1 | Name & Address: _____<br>_____<br>_____<br>Signature |
| 2 | Name & Address: _____<br>_____<br>_____<br>Signature | 2 | Name & Address: _____<br>_____<br>_____<br>Signature |

**Note:** All references to the specific quantity/rate/fee mentioned in this agreement are subject to change from time to time, as so agreed to in writing between the parties.

**TRIPARTITE AGREEMENT BETWEEN STOCK BROKER, SUB-BROKER AND CLIENT**

This Agreement (hereinafter referred to as "Agreement") is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by and between **SVV SHARES & STOCK BROKERS PVT. LTD.**, hereinafter referred to as "the stock broker"), a Corporate and having his/its registered office at **A/1 Mandvi Navjeevan, 121/127 Kazi Syed Street, Mumbai - 400 003** which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors, administrators and legal representatives/the partners for the time being of the said entity, the survivor or survivors of them and their respective heirs, executors, administrators and legal representatives/its successors, as the case may be, of the One Part;  
AND

\_\_\_\_\_ (name of the sub-broker) (hereinafter referred to as "the sub broker"), a ... .. (type of entity) and having his/its office/registered office at..... (address), which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors, administrators and legal representatives/the partners for the time being of the said entity, the survivor or survivors of them and their respective heirs, executors, administrators and legal representatives/its successors, as the case may be, of the Second Part;  
AND

\_\_\_\_\_ (name of the client of the sub-broker) (hereinafter referred to as "the client"), an individual/ a..... (type of entity) and having his /its residence/ office/ at ..... (address) which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors, administrators and legal representatives/the partners for the time being of the said entity, the survivor or survivors of them and their respective heirs, executors, administrators and legal representatives/its successors, as the case may be, of the Third Part;

**WHEREAS**

1. The stock broker states that it is engaged, in the business of stock broking and is a Member **Bombay Stock Exchange Limited** (hereinafter referred to as "the stock exchange") with SEBI registration Number(s) **BSE – Cash – INB010991632**.

The sub-broker states that :

- 2. a) The sub broker is recognized by Bombay Stock Exchange Limited as a sub-broker affiliated to the stock broker of the stock exchange with sub-broker SEBI registration Number (s) .....
- b) The sub-broker is not affiliated to any other member of the same stock exchange,
- c) The sub-broker has the necessary infrastructure like adequate office space, equipment and manpower to effectively discharge his/its activities.

3. The Client is registered with the sub-broker as a client for purpose of availing broking services through the sub-broker affiliated to the stock broker and is desirous of investing/trading in those securities/contracts/other instruments admitted to dealings on the Exchange as defined in the Rules, Byelaws and Regulations of the Exchange and circulars issued thereunder from time to time. A copy of the Client Registration form is annexed hereto.

4. Whereas the stock broker has satisfied and shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided; and

5. Whereas the stock broker has taken steps and shall take steps to make the client aware of the precise nature of the Stock broker's/sub broker's liability for business to be conducted, including any limitations, the liability and the capacity in which the stock broker/sub broker acts.

**NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN STOCK BROKER, SUB-BROKER AND CLIENT AS UNDER:**

1. The stock broker and sub broker hereby acknowledge and confirm that the sub-broker is affiliated to the stock broker and that the sub-broker shall within the scope of the authority given under these presents, be entitled to act as a 'sub-broker' within the meaning and subject to SEBI (Stock Brokers and Sub- Brokers) Rules, 1992 and SEBI (Stock Brokers and Sub-Brokers) Regulations 1992 (hereinafter referred to as the said "Rules" and "Regulations" respectively) as amended from time to time, for assisting the client in buying, selling or dealing in securities through the stock broker.
2. The stock broker, the sub-broker and the client agree that they shall abide by all the statutory responsibilities and obligations imposed on them by the rules, regulations and / or any other rules or regulations applicable to the stock brokers, the sub-brokers and the clients in general either framed by SEBI or by the relevant stock exchange/clearing corporation and/or any Government Circulars.
3. The stock broker and the sub broker declare that they have brought the contents of the risk disclosure document to the notice of client and made him aware of the significance of the said document. The client agrees that:
  - a. He has read and understood the risks involved in trading on a stock exchange.
  - b. He shall be wholly responsible for all his investment decisions and trades.
  - c. The failure of the client to understand the risk involved shall not render a contract as void or voidable and the client shall be and shall continue to be responsible for all the risks and consequences for entering into trades in the segments in which the client chose to trade.
  - d. He is liable to 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.
  - e. 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 closing of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.
4. The Client agrees to 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 \ the sub-broker renders to the Client. The stockbroker agrees that it shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye laws of the relevant stock exchange/SEBI.
5. The stock broker and the sub broker agree that they shall co-operate and help each other in redressing grievances of the client in respect of transactions routed through them and in removing objections for bad delivery of shares, rectification of bad delivery, etc. in respect of shares and securities delivered/ to be delivered or received/to be received by the clients of sub-broker from the member and vice-versa.
6. The stock broker shall continue to be responsible for replacing bad deliveries of the client in accordance with applicable "Good & bad delivery norms" even after termination of the agreement and shall be entitled to recover any loss incurred by him in such connection from the client.
7. The stock broker agrees 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 SEBI Rules and Regulations circulars/ guidelines/Exchanges Rules/Regulations/Bye-laws and circulars.
8. The stock broker and the sub-broker agree that each of them shall ensure due protection to the client

regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through them and they shall not jointly or severally do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.

9. The stock broker agrees to inform the sub-broker/client and keep them 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 sub-broker/client to comply with such schedules/procedures of the relevant stock exchange.
10. The sub broker will provide assistance to stock broker and client to reconcile their accounts at the end of each quarter with reference to all the settlements where payouts have been declared during the quarter.
11. The stock broker shall issue, individually for each client of his sub broker, contract notes in the format prescribed by the relevant stock exchange. The sub-broker shall render necessary assistance to his client in obtaining the contract note from the stock broker.
12. The stock broker, the sub-broker and the client agree to abide by any award passed by the Ombudsman under the SEBI (Ombudsman) Regulations, 2003.
13. The client and the stock broker agree to refer any claims and/or disputes to arbitration as per the Rules, Byelaws and Regulations of the Exchange and circulars issued thereunder as may be in force from time to time.
14. The stock broker and the sub-broker hereby agree that they will assist and cooperate with each other in ensuring faster settlement of any arbitration proceedings arising out of the transactions entered into between them vis-à-vis the client and they shall be jointly or severally liable to implement the arbitration awards made in such proceedings. In case of an award against a sub broker, if the sub broker fails to implement the award, the stock broker shall be liable to implement the same and would be entitled to recover the same from the sub broker.
15. The stock broker and the sub-broker hereby agree that all transactions in securities on behalf of the clients of the sub-broker shall be settled by delivery and/or payment, between the stock broker and the client in accordance with the provisions of rules, bye-laws and regulations of the relevant stock exchange on which the transactions took place and subject to the procedures for settlement of transactions laid down by the relevant stock exchange from time to time.
16. Information about default in payment/delivery and related aspects by a client, including that of a sub broker as a client shall be brought to the notice of the relevant stock Exchange(s) by the stock broker. In case where defaulting sub broker/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 to the relevant stock exchange(s) by the stock broker.
17. The stock broker, the sub-broker or the client shall be entitled to terminate this agreement without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties at their respective addresses mentioned below. 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 agreement 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.
18. In the event of sub broker terminating this agreement and/or termination of the agreement with the sub broker by the stock broker, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the agreement governing the client and stock broker shall continue to be in force as it is, unless the client intimates to the stock broker his/its intention to terminate the agreement by giving a notice in writing of not less than one month.
19. This agreement shall forthwith terminate;
  - (i) 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 issued by the Board is cancelled;

(ii) upon the demise/insolvency of the sub-broker or the cancellation of his/its registration with the Board or /withdrawal of recognition of the sub-broker by the stock exchange. Provided however, in such an event, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the agreement governing the client and stock broker shall continue to be in force as it is, unless the client intimates to the stock broker or the stock broker intimates to the client his/its intention to terminate the agreement by giving one month notice in writing.

20. The provisions of this agreement shall always be subject to Government notifications, any rules, regulations, guidelines and circulars issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchange that may be in force from time to time.
21. 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 successors, heirs and assigns shall be entitled to any surplus which may result therefrom.
22. Without prejudice to the stock broker's other rights (including the right to refer a matter to arbitration), 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.
23. The stock broker and the client declare and agree that the transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars issued thereunder of the Exchange 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 Exchange for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of the Exchange and the circulars issued thereunder.
24. Where the Exchange 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)
25. The instructions issued by an authorized representative, if any, of the client shall be binding on the client in accordance with the letter authorizing the said representative to deal on behalf of the said client.
26. The client agrees to immediately notify the stock broker/sub broker in writing if there is any change in the information in the 'client registration form' provided by the client to the stock broker/sub broker at the time of opening of the account or at any time thereafter.
27. The client agrees to abide by the exposure limits, if any, set by the stock broker or by the Exchange or Clearing Corporation or SEBI from time to time.
28. In addition to the specific rights set out in this Agreement, the stock broker, the sub-broker and the client shall be entitled to exercise any other rights which the stock broker, sub broker or the client may have under the Rules, Bye-laws and Regulations of the Exchange and circulars issued thereunder or Rules and Regulations of SEBI.
29. The stock broker and the sub-broker hereby undertake to maintain the details of the client as mentioned in the client registration form or any other information pertaining to the client in confidence 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 or subbroker may so disclose information about his client to any person or authority with the express permission of the client.
30. The client agrees to immediately furnish information to the stock broker in writing, if any winding up

petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.

31. Words and expressions which are used in this Agreement, 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 of the Exchange and circulars issued thereunder.

This agreement can be altered, amended and /or modified by the parties mutually in writing without derogating from the contents of this Agreement. Provided however, 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 Exchange, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and signatures on the day, month and year first above written Signed for and on behalf of the Stock, the sub-broker and the client.

| Member  | Sub-broker   | Client  |
|---|--|---|
| <b>SVV SHARES &amp; STOCK BROKERS PVT. LTD.</b><br>MEMBER :<br>Bombay Stock Exchange Limited<br>SEBI REG. No.: INB010991632<br>A/1 Mandvi Navjeevan, 121/127 Kazi Syed<br>Street, Mumbai - 400 003.<br>Tel.: 022 - 2272 3133 • Fax: 022 - 2272 3134 | Title _____<br>_____<br>SEBI REG. No. : _____<br>Address _____ | Title _____<br>_____<br>Address _____                     |
| Sign. <b>B</b> _____<br>Name : _____  | Sign. <b>S</b> _____<br>Name : _____                           | Sign. <b>X</b> _____<br>Name : _____                      |
| Witness :<br>Signature _____<br>Name : _____  | Witness :<br>Signature _____<br>Name : _____                   | Witness :<br>Signature _____<br>Name : _____              |
| Address _____<br>_____<br>Signature _____<br>Name : _____   | Address _____<br>_____<br>Signature _____<br>Name : _____      | Address _____<br>_____<br>Signature _____<br>Name : _____ |
| Address _____<br>_____<br>Signature _____<br>Name : _____   | Address _____<br>_____<br>Signature _____<br>Name : _____      | Address _____<br>_____<br>Signature _____<br>Name : _____ |
| Address _____<br>_____<br>Signature _____<br>Name : _____   | Address _____<br>_____<br>Signature _____<br>Name : _____      | Address _____<br>_____<br>Signature _____<br>Name : _____ |
| Address _____<br>_____  | Address _____<br>_____   | Address _____<br>_____                                    |



**MANDATORY**

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 / 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 / contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive price for securities / contracts purchased or sold. There may be a risk of lower liquidity in some securities / contracts as compared to active securities / 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/selling without intention of giving and/or taking delivery of a security, as part of a day trading strategy, may also result into losses, because in such a situation, stocks may have to be sold/purchased at a low/high prices, compared to the expected price levels, so as not to have any obligation to deliver/ receive a security.

**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 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 / contracts. This in turn will hamper better price formation.

**1.4 Risk-reducing orders:**

Most Exchanges have a facility for investors to place “limit orders”, “stop loss orders” etc”. The 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.

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.

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 / contract, and such order gets activated if and when the stock / 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 stock 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 stock / 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:**

Issuers make news announcements that may impact the price of the securities / 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 security / contract.

**1.6 Risk of Rumours:**

Rumours about companies 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 rumours.

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**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 due to any action on account of unusual trading activity or stock hitting circuit filters or for any other reason.

**1.8 System/Network Congestion:**

Trading on BSE 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 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 and Options segment is concerned, please note and get yourself acquainted with the following additional features:-

**2.1 Effect of “Leverage” or “Gearing”**

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 principal investment amount. But transactions in derivatives carry a high degree of risk.

You should therefore completely understand the following statements before actually trading in derivatives trading 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 equivalent to the principal investment amount in a relatively short period of time. Moreover, the loss may exceed the original margin amount.

- A. Futures trading involves daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index. If the index 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 next day.
- B. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the broker/member 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 the derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

**2.2. 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

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**MANDATORY**

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

**2.3 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. GENERAL**

**3.1 Commission and other charges**

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

**3.2 Deposited cash and property**

You should familiarise yourself with the protections accorded to the money or other property you deposit particularly in the event of a firm insolvency or bankruptcy. 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, the same shall be subject to arbitration as per the byelaws/regulations of the Exchange.

3.3 For rights and obligations of the clients, please refer to Annexure-1 enclosed with this document.

3.4 The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a member for the purpose of acquiring and/or selling of securities through the mechanism provided by BSE.

3.5 The term 'member' shall mean and include a trading member, a broker or a stock broker, who has been admitted as such by BSE and who holds a registration certificate as a stock broker from SEBI.

I hereby acknowledge that I have received and understood this risk disclosure statement and Annexure-1 containing my rights and obligations.

Customer Signature:

**X**  
\_\_\_\_\_  
(If Partner, Corporate, or other Signatory, then attest with company seal.)  
DD MM YYYY

**ANNEXURE - 1**  
**INVESTORS' RIGHTS AND OBLIGATIONS**

**MANDATORY**

**1.1** You should familiarise 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 stock market or the broking firm's insolvency or bankruptcy.

**1.1.1** Please ensure that you have a documentary proof of your having made deposit of such money or property with the member, stating towards which account such money or property deposited.

**1.1.2** Further, it may be noted that the extent to which you may recover such money or property may be governed by the Bye-laws and Regulations of BSE and the scheme of the Investors' Protection Fund in force from time to time.

**1.1.3** Any dispute with the member with respect to deposits, margin money, etc., and producing an appropriate proof thereof, shall be subject to arbitration as per the Rules, Byelaws/Regulations of BSE or its Clearing Corporation / Clearing House.

**1.2** Before you begin to trade, you should obtain a clear idea from your member of all brokerage, commissions, fees and other charges which will be levied on you for trading. These charges will affect your net cash inflow or outflow.

**1.3** You should exercise due diligence and comply with the following requirements of the BSE and/or SEBI:

**1.3.1** Please deal only with and through SEBI registered members of the Stock Exchange and are enabled to trade on the Exchange. All SEBI registered members are given a registration no., which may be verified from SEBI. The details of all members of BSE and whether they are enabled to trade may be verified from BSE website ([www.bseindia.com](http://www.bseindia.com)).

**1.3.2** Demand any such information, details and documents from the member, for the purpose of verification, as you may find it necessary to satisfy yourself about his credentials.

**1.3.3** Furnish all such details in full as are required by the member as required in "Know Your Client" form, which may also include details of PAN or Passport or Driving Licence or Voters Id, or Ration Card, bank account and depository account, or any such details made mandatory by SEBI/BSE at any time, as is available with the investor.

**1.3.4** Execute a broker-client agreement in the form prescribed by SEBI and/or the Relevant Authority of BSE or its Clearing Corporation / Clearing House from time to time, because this may be useful as a proof of your dealing arrangements with the member.

**1.3.5** Give any order for buy or sell of a security in writing or in such form or manner, as may be mutually agreed. Giving instructions in writing ensures that you have proof of your intent, in case of disputes with the member.

**1.3.6** Ensure that a contract note is issued to you by the member which contains minute records of every transaction. Verify that the contract note contains details of order no., trade number, trade time, trade price, trade quantity, name of security, client code allotted to you and showing the brokerage separately. Contract notes are required to be given/sent by the member to the investors latest on the next working day of the trade. Contract note can be issued by the member either in electronic form using digital signature as required, or in hard copy. In case you do not receive a contract note on the next working day or at a mutually agreed time, please get in touch with the Investors Grievance Cell of BSE, without delaying.

**1.3.7** Facility of Trade Verification is available on BSE website ([www.bseindia.com](http://www.bseindia.com)), where details of trade as mentioned in the contract note may be verified from the trade date upto five trading days. 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 BSE.

**1.3.8** Ensure that payment/delivery of securities against settlement is given to the concerned member

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**MANDATORY**

within one working day prior to the date of pay-in announced by BSE or its Clearing Corporation / Clearing House. Payments should be made only by account payee cheque in favour of the firm/company of the trading member and a receipt or acknowledgement towards what such payment is made be obtained from the member. Delivery of securities is made to the pool account of the member rather than to the beneficiary account of the member.

**1.3.9** In case pay-out of money and/or securities is not received on the next working day after date of pay-out announced by BSE or its Clearing Corporation / Clearing House, please follow-up with the concerned member for its release. In case pay-out is not released as above from the member within five working days, ensure that you lodge a complaint immediately with the Investors' Grievance Cell of BSE.

**1.3.10** Every member is required to send a complete 'Statement of Accounts', for both funds and securities settlement to each of its constituents, at such periodicity as may be prescribed by time to time. You should report errors, if any, in the Statement immediately, but not later than 30 calendar days of receipt thereof, to the member. In case the error is not rectified or there is a dispute, ensure that you refer such matter to the Investors Grievance Cell of BSE, without delaying.

**1.3.11** In case of a complaint against a member/registered sub-broker, you should address the complaint to the Office as may be specified by BSE from time to time.

**1.4** In case where a member surrenders his membership, BSE gives a public notice inviting claims, if any, from investors. In case of a claim, relating to "transactions executed on the trading system" of BSE, ensure that you lodge a claim with BSE/NSCCL/Clearing House within the stipulated period and with the supporting documents.

**1.5** In case where a member is expelled from trading membership or declared a defaulter, BSE gives a public notice inviting claims, if any, from investors. In case of a claim, relating to "transactions executed on the trading system" of BSE, ensure that you lodge a claim with BSE within the stipulated period and with the supporting documents.

**1.6** Claims against a defaulter/expelled member found to be valid as prescribed in the relevant Rules/By-laws and the scheme under the Investors' Protection Fund (IPF) may be payable first out of the amount vested in the Committee for Settlement of Claims against Defaulters, on pro-rata basis if the amount is inadequate. The balance amount of claims, if any, to a maximum amount of Rs.10 lakhs per investor claim, per defaulter/expelled member may be payable subject to such claims being found payable under the scheme of the IPF.

**Notes:**

**1.** The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a trading member of BSE for the purpose of acquiring and / or selling of securities through the mechanism provided by BSE.

**2.** The term 'member' shall mean and include a member or a broker or a stock broker, who has been admitted as such by BSE and who holds a registration certificate as a stock broker from SEBI.

**3.** BSE may be substituted with names of the relevant exchanges, wherever applicable.

Signature : **X** \_\_\_\_\_

Clients' Name : \_\_\_\_\_

Dated : \_\_\_\_\_

**MANDATORY**

**POLICIES AND PROCEDURES (MANDATORY) OF SVV Shares & Stock Brokers Pvt. Ltd.**

This document outlines various policies and procedures framed and followed by SVV Shares & Stock Brokers Pvt. Ltd. ("SVV") with respect to its dealing with its clients and as a Stock Broker on Bombay Stock Exchange Ltd. (BSE).

The policies and procedures as stated herein below are subject to change from time to time at the sole discretion of SVV, depending upon regulatory changes, its risk management framework, other market conditions, etc

**A) Refusal of orders for penny stocks:**

There are shares of certain companies which are known as "Penny Stocks". There is no formal list of "Penny Stocks" issued by the Exchanges or SEBI. However from time to time the Exchanges issue a list of "Illiquid Stocks" and "Penny Stocks" may form a part of them but not necessarily so.

SVV recognizes that it is the clients privilege to choose shares in which he/she/they would like to trade. With respect to trading in "Penny Stocks":

- SVV may allow solely on its own discretion, acceptance of orders of the client in "Penny Stocks". Prior to acceptance of such orders, SVV reserves the right to ask the client for compulsory settlement/ pay full upfront margin/upfront delivery of securities for settlement. It is known that trading in "Penny Stocks" are highly risky and that any financial obligations/losses thus aroused will be borne exclusively by the client alone.
- SVV may refuse to execute any client's orders in "Penny Stocks" without assigning any reason for the same.
- Clients must ensure that trading in "Penny stocks do not result in creation of artificial volume or false or misleading appearance of trading.
- Clients are expected not to place orders in "Penny Stocks" at prices which are substantially different from the prevailing market rates.
- SVV will not be responsible for any loss of opportunity by the client on our refusal to execute client's orders in "Penny Stocks".

**B) Setting up Client's Exposure limits:**

- Exposure limits for each client is determined by the Risk Management System based on the Net Worth information, clients financial capacity, prevailing market conditions and Margin deposited by the client in form of funds/securities with SVV.
- SVV may at its sole and absolute discretion allow clean exposure limits up to a certain amount to the client without insisting for any credit balance and/or margin. The quantum of clean exposure limit will be decided by SVV.
- SVV retains the discretion to set and modify from time to time any clients exposure limits as decided above. SVV will not disclose their rational/logic of their decision about fixation of limits.

**C) Applicable Brokerage Rate:**

- SVV will charge brokerage to the clients at a rate as may be mutually agreed from time to time.
- Brokerage will be exclusive of Transaction Charges, Stamp Duty, Security Transaction Tax, Service Tax, SEBI Turnover fees or any other tax/levy imposed by the Exchange/SEBI/or any other government agencies.
- The maximum brokerage chargeable 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 Rs10/- or less a maximum brokerage of 25 paise per share may be collected.

**D) Imposition of penalty/delayed payment charges by either party specifying the rate and the period not resulting in funding by the broker in contravention of the applicable laws.**

- Any Penalty and other charges levied by Exchanges or any authority in connection with /or as a consequence of /in relation to any orders/trades/deals/actions of the client the same will be borne/ recovered from the respective client.
- All clients who have agreed to have a "Running Account" with SVV will have to make payments due to the Company on or before the due date.

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**MANDATORY**

- SVV is not in the business of funding client's positions, hence delayed payment charges will not be charged.
- However continuous or recurring instances of delayed payment by the client in any three month period BSDDPL may consider to de-register that particular client.
- In cases of cheque bouncing , SVV will recover the bank charges plus applicable taxes from the clients. Clients will also be liable to return the securities delivered by SVV to their DP's through auto payout system.
- No interest or charges will be paid by SVV to any client on retention of funds or securities towards meeting future settlement obligations and in respect of "Running Account" authorizations.

**E) The right to sell client's securities or close client's positions, without giving notice to the client on account of non payment of clients dues:**

- In the event a client fails to make payment on the due date then SVV reserves the right to liquidate/ close out /square off any open positions (limited to the extent of settlement/margin obligation) without giving prior notice, all or any of the clients positions as well as securities /collaterals placed as margin for non payments of margin or other amounts due from such client in respect of settlement or any other dues that are recoverable from the particular client by SVV.
- The proceeds will be adjusted towards the client's liabilities/obligations.
- Any loss or financial charges on account of such close-out/liquidation shall be debited to the clients account.
- The Client is aware and understands that IF the selling of such shares is not enough to recover the dues/debit balance if any in the clients account, SVV can legally send a notice to the client to clear the outstanding balance to avoid further legal proceedings.
- The stock broker may, in his absolute and sold discretion, square-off any outstanding position of the client due to any restriction in relation to volume of trading/outstanding business or margins stipulated by the Exchange, clearing corporation/clearing house and/or the stock broker and/or any other extra ordinary event warranting such square off, without prior intimation the client.

**F) Shortages in obligations arising out of internal netting of trades**

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

- SVV will endeavour to collect the securities from the selling client and deliver the same to the purchasing client within 48 hours of the settlement date.
- In case the selling client is unable to deliver the securities within 48 hours then SVV shall attempt to purchase the security latest by T +3 day from the market and deliver the same to the purchasing client.
- If SVV is unable to purchase the security from the market due to any force majeure condition, then the transaction will be closed out as per the rate prescribed by the Exchange for that scrip and the closing amount will be credited to the purchasing client and the same will be debited to the selling client.

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

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

- If the particular client is a Defaulter of an amount due to SVV.
- Value of collateral is insufficient to meet losses incurred by the client.
- If there are insider trading restrictions on the client
- If the client is undertaking any illegal trading practice or the client is suspected to be indulging in money laundering activities.
- If the particular client is barred from trading on the exchange by any Exchange and or SEBI
- If in view of the management of SVV the market conditions turn extremely volatile or unfavourable.
- Breach of member/client agreement/rules, Bye Laws, Rules and Regulations of the Exchanges and/or SEBI directives.
- Breach of market and/or client-wise permitted position limit.
- Any other reasons as may be provided by SVV from time to time.

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**MANDATORY**

**H) Temporarily suspending or closing a client's account based at the Client's request:**

- A client may request SVV to temporarily suspend his account through a written request stating the reason for temporary suspension and period of suspension.
- Whenever, any suspended account wants to resume trading, a request will have to be made in writing and SVV may ask for updated financial information and other details before reactivating such an account.

**I) Deregistering a Client:**

Notwithstanding anything to the contrary stated in the agreement SVV shall be entitled to terminate the agreement with immediate effect in any of the following circumstances:

- SEBI or any other regulatory body has passed an order against such a client, prohibiting or suspending such client from trading in Securities Market.
- Such client has been indicted by SEBI or the Exchanges or any other regulatory body in a case of market manipulation or insider trading.
- Such clients name appears in the UN list of prohibiting entities or SEBI debarred list
- 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 functioning of the market, either alone or in conjunction with others.
- If there is any commencement of a legal process against the Client under any law in force
- On death/lunacy or other disability resulting in inaction of the client.
- If the client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy law or being a Company goes into liquidation or has a receiver appointed in respect of its assets or refers itself the Board of Industrial and Financial Reconstruction or any other law providing protection as a relief undertaking.
- The particular client has defaulted in making payment on the due date, if there is reasonable apprehension that the client is unable to pay, or the Client has admitted its inability to pay its debts.
- If the client is in breach of any term, condition or covenant of this agreement.
- If any covenant or warranty of the client is incorrect or untrue in any material respect.
- Continuous and recurring instances of delayed payment by the client in any three month period SVV may consider to de-register that particular client.
- A client's account may be treated as inactive if there is no activity in an account for a period of more than 18 months. Reactivation of such clients will be only done after due diligence by SVV.
- Breach of member/client agreement/rules, Bye Laws, Rules and Regulations of the Exchanges and/or SEBI directives.
- Delivery failure of important communication from SVV such as Contract cum Bills , statements of accounts for funds/securities, etc., sent to the clients registered correspondence address, email id, etc as per record.
- Client's inability to provide important financial/non financial documents/any such mandatory documents as may be required by SVV from time to time and/or as directed by the Exchanges/ SEBI.

I/We have fully understood the above and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses of this document. These policies and procedures may be amended/changed unilaterally by SVV, provided the amendment/change is informed to me/us. These policies and procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute or claim between me/us and SVV before any Regulator or any Court of Law/judicial adjudicating authority including an arbitrator.

**Signature of Client X** \_\_\_\_\_

(If Partner, Cooprte or other signatory, then attest with Company Stamp)

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

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

**RUNNING ACCOUNT AUTHORISATION**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

To,

**SVV Shares & Stock Brokers Pvt. Ltd.**

A/1 Mandvi Navjeevan,  
121/127 Kazi Syed Street,  
Mumbai - 400 003.

Dear Sir,

**Sub: Running Account Authorization**

I/We have been regularly trading and investing, with you at Bombay Stock Exchange Ltd. I/We are aware that as per the SEBI/BSE requirements, the settlement of funds/securities shall be done within one working day of the payout. However to facilitate ease of operations, I/We request and authorize you as under:

- 1) I/We hereby authorize you to maintain my/our account, both funds & securities, with you on a "**RUNNING ACCOUNT**" basis and request you to consider the balance in my/our funds and securities account with you for the purpose of margins/ any other obligations due to you. In view of the same it would be proper for you to release the funds and securities due to me on my specific request, either written/SMS/email or oral within 3 working days. You may charge the cost of holding securities to my/our account with you. Further I/We understand and agree that any credit amount lying with you will not attract any interest.
- 2) I/We authorize you to make settlement of Debit/Credit balance in my/our account and send a statement of funds & securities at least:

Once in a Calendar Quarter  Once in a Calendar Month  \_\_\_\_\_

I/We have noted the following:

- a) This authorization shall be signed by me only and not by any power of attorney holder or by any authorized person such as a remisier or sub-broker.
- b) I/We may revoke the authorization any time.

Thanking You,  
Yours truly,

Signature of the Client **X** \_\_\_\_\_

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

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

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

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



**NON-MANDATORY**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

To,

**SVV Shares & Stock Brokers Pvt. Ltd.**

A/1 Mandvi Navjeevan, 121/127 Kazi Syed Street, Mumbai - 400 003.

Dear Sir,

**Sub: Various Operating Instructions in respect of my/our client account**

**1) Authority for Orders**

I/We authorize you to enter, modify, delete orders into the trading system of the Exchange on my behalf for which instructions will be given to you through Telephone/SMS/written/email or orally during my visit to your office. I/We further declare that all orders placed by me/us with you will be for my personal / family account(s) in my/their own names and that I/We will not issue any further contracts/bills for the transactions executed through you to any other person.

**2) Transaction slips**

I/We hereby authorize you not to provide me order confirmation/ modification/ cancellation slips and trade confirmation slips generated by the trading system of the Exchange to avoid unnecessary paper work. I/ We shall get the required details from contracts cum bill issued by you.

**3)Force Majeure**

I/We agree not to hold you liable or responsible for delay or default in performance of your obligations due to contingencies beyond your control such as fire, flood, civil commotion, earthquake, riots, war, strikes, failure of system, failure of internet links. Government / regulatory actions or any such other contingencies which may be beyond your control.

**4) Authority for collection of documents by me/us or persons authorized by us.(\*)**

I/We agree to collect the contracts/ bills/ statements of accounts for funds/securities/cheques/quarterly ledger statements and other relevant documents for the deals executed and incase of non-collection, you may dispatch the same through ordinary post, courier or any other mode at the address provided by me/us and it shall be deemed to be effective delivery of the same to me/us

**AND/OR**

I/We hereby authorize the following persons to collect and acknowledge various documents such as contract cum bills, cheques, quarterly ledger statements for funds and securities or any other document on my/our behalf and the same will be binding on us:

| Sr No. | Name | Full Signature | Initials |
|--------|------|----------------|----------|
|        |      |                |          |
|        |      |                |          |
|        |      |                |          |
|        |      |                |          |

We understand that this is an irrevocable authority till such time as an intimation is given in writing to the contrary by me/us

This authorization shall be signed by me/us only and not by any power of attorney holder or by any authorized person such as a remisier or sub-broker.

Thanking You,

Client Signature **X** \_\_\_\_\_

Client Name: \_\_\_\_\_

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

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

(\* ) Strike out whatever is not applicable and initial the cancellation

**Digitally Signed Contracts / Communications - All Exchanges - Voluntary**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure smooth communication between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

**SVV Shares & Stock Brokers Pvt. Ltd.**

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

A/1 Mandvi Navjeevan,  
121/127 Kazi Syed Street,  
Mumbai - 400 003.

Dear Sir,

**Re: Digitally signed contract/communication confirmation**

We hereby consent for receiving contract notes, account statements, margin statements, delivery statements etc in an electronic form (ECN) and other digitally signed communication via email on our email ID as under

**X**

**(Signature of the client)**

We understand that:

- you shall be issuing ECNs and other communications authenticated by means of digital signatures after obtaining digital signature certificate from Certifying Authority under the IT Act, 2000
- all communications sent by you through the e-mail shall be digitally signed, encrypted, non tamperable and shall comply with the provisions of the IT Act, 2000. In case the communication is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable
- You will allot a unique user name and password to enable us to access the ECNs posted on the website [www.svkkv.in](http://www.svkkv.in) in a secured way with an option to access the same and save the contract note and other documents electronically or take a print out of the same
- We have noted that non-receipt of bounced mail notification from our email ID shall amount to delivery of the ECNs/ communication at our e-mail ID
- Wherever the ECNs have not been delivered or has been rejected, you shall send a physical contract note or other documents to us
- Any change in the email ID shall be communicated by us through a physical letter to yourselves
- The dispatch of the above digitally signed contract note from your end shall constitute delivery of the same and it shall be our responsibility to check my E-mail for the same
- Discrepancy if any shall be brought to your notice within 24 hours of dispatch of the digitally signed contract notes/date of transaction failing which the contract shall be considered as accepted and acknowledged in toto.
- You are also authorized to send us account statement/other notices,etc periodically through the same channel.
- You are also requested to issue me/us a consolidated contract note and also in order to provide order confirmation/trade confirmation/trade modification/cancellation slips and trade confirmation slips in the normal course of dealings and if needed, I/We shall ask for the same in writing.

I/We undertake to check the contract notes and bring the discrepancies if any to your notice within 24 hours of such issuance of contract notes and 30 days of issuance of account statements,etc. My/our non verification or not accessing the contract notes/ account statement,etc on regular basis shall not be a reason for disputing the contract note/ account statement ,etc at any time. In case of any failure in system or errors in digital contract notes/account statements,etc the same shall be issued in physical form, which will be binding on me/us. It will be our responsibility to regularly check our mailbox and keeping the storage space for new email messages. Non receipt of bounced mail shall amount to delivery of contract notes and other documents.

**X**

**NON-MANDATORY**

**FORMAT OF DECLARATION BY THE PROPRIETOR OF SOLE PROPRIETORSHIP FIRM**  
(To be obtained on letterhead of the firm)

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

**SVV Shares & Stock Brokers Pvt. Ltd.**

A/1 Mandvi Navjeevan,  
121/127 Kazi Syed Street,  
Mumbai - 400 003.

Dear Sir,

I refer to the trading account opened with you in the name of .....  
and declare and authorize you as under:

I recognize 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 authorize you to recognize the beneficiary account no. ....  
with the depository .....  
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 transfer (s) to/from the above mentioned account. I recognize and accept transfer made by you to the aforesaid beneficiary account as completion 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 take place in the constitution of the firm and will be personally liable to you for all the obligation that the firm may incur in the course of dealings with you and undertake to personally discharge such liabilities.

The cheques/DDs (electronic/physical) shall be issued by me from my individual account with any bank and the amounts so given shall be solely/exclusively for credit to the account of my sole proprietorship firm M/s..... with your company.

Yours truly,

Name of the Proprietor: \_\_\_\_\_

Signature of the Proprietor **X** \_\_\_\_\_  
(Please Sign. with Stamp of the Firm)

**NON-MANDATORY**

**FORMAT OF DECLARATION TO BE GIVEN BY PARTNERSHIP FIRM**  
(To be obtained on letterhead of the firm)

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

To,

**SVV Shares & Stock Brokers Pvt. Ltd.**

A/1 Mandvi Navjeevan,  
121/127 Kazi Syed Street,  
Mumbai - 400 003.

Dear Sir,

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

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

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

We hereby authorize \_\_\_\_\_, partner in the firm to execute / sign and submit such documents, agreements, deeds etc. as any be necessary to enter into the agreement and engage in business with **SVV Shares & Stock Brokers Pvt. Ltd.** and to place order for buying and selling of securities, sell, purchase, transfer, endorse, negotiate and do other things that may be necessary to engage in business on behalf of the partnership and to sign the authority letter for adjustment of balances in family accounts.

| Name of Partners (In Block Letters) | Signatures of Partner alongwith Stamp |
|-------------------------------------|---------------------------------------|
|                                     |                                       |
|                                     |                                       |
|                                     |                                       |
|                                     |                                       |

(To be signed by all Partners)

**HUF DECLARATION**

**NON-MANDATORY**

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

To,

**SVV Shares & Stock Brokers Pvt. Ltd.**  
A/1 Mandvi Navjeevan,  
121/127 Kazi Syed Street,  
Mumbai - 400 003.

Dear Sir,

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

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

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

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

I agree that any false/misleading information given by me or suppression of any material information will render my said account liable for termination and further action. Further, I agree that any changes in the constitution of HUF will be intimated by me.

Thanking you,

Yours truly,

**X**

\_\_\_\_\_  
Signature (Please Affix the stamp of HUF)

**ON THE LETTER HEAD OF COMPANY:**

(Ready format)

**SHARE HOLDING PATTERN**

| Name of shareholders holding more than 5% of the Share Capital of the Company | % of holding |
|---|--------------|
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |
|   |              |

(Attach separate Sheet)  
For Company name

Signature of the Client **X** \_\_\_\_\_  
(Signature of Director/Authorised Signatory Trustee with Company Stamp/Trustees Stamp)

**DRAFT OF BOARD RESOLUTION FOR CORPORATE CLIENTS**

(To be obtained on Company's Letterhead)

CERTIFIED COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF  
DIRECTORS OF \_\_\_\_\_ HELD  
ON \_\_\_\_\_ OF \_\_\_\_\_, 20 \_\_\_\_\_ AT \_\_\_\_\_

“RESOLVED THAT the Company is empowered to deal on the Capital Market Segment, Futures and Options Segment, Retail Debt Segment or any other Segment or any other segment that may be introduced by Bombay Stock Exchange Ltd., and in pursuance of the same do enter into agreement with SVV Shares & Stock Brokers Pvt. Ltd., Mumbai a Member of the Bombay Stock Exchange Ltd., and the said Trading Member be and is hereby authorised to honour instructions, oral or written, given on behalf of the Company by anyone of the under noted authorised signatories:

- 1) Mr. \_\_\_\_\_ - DIRECTOR/CO SECY./AUTH.SIGN. ETC.
- 2) Mr. \_\_\_\_\_ - DIRECTOR/CO SECY./AUTH.SIGN. ETC.

Who is authorised to sell, purchase, transfer, negotiate documents and / or otherwise deal through SVV Shares & Stock Brokers Pvt. Ltd., Mumbai on behalf of the Company.”

“RESOLVED FURTHER THAT Mr. \_\_\_\_\_ and/or Mr. \_\_\_\_\_ be and are hereby authorised to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writing and deeds as may be deemed necessary or expedient to open an account and give effect to this resolution”

For \_\_\_\_\_

Director /Auth. Signatory













shall be in writing and shall be deemed duly served if delivered personally or sent by facsimile transmission or by prepaid registered post or by e-mail to the addressee at the address or (as the case may be), the e-mail or facsimile number (if any), of that party set opposite its name below:

**To the Trading Member at: SVV Shares & Stock Brokers Pvt. Ltd. To the Client at:** \_\_\_\_\_

Name of the person concerned : \_\_\_\_\_

Name of the person concerned : \_\_\_\_\_

Address: A/1 Mandvi Navjeevan, 121/127

**Address :** \_\_\_\_\_

Kazi Syed Street, Mumbai - 400 003.

Fax No.: 2272 3134

Fax No. : \_\_\_\_\_

E-mail: svvcm662@rediffmail.com

E-mail : \_\_\_\_\_

or at such other address, facsimile number or e-mail address as the party to be served may have notified the other in accordance with the provisions of this Clause.

Notwithstanding anything stated above, communication relating to orders, margins, maintenance calls and other similar matters in the ordinary course of dealings between the Trading Member and the Client may be communicated orally.

#### **15. EXTRAORDINARY EVENTS**

The Trading Member and/or its agents will not be liable for losses caused directly or indirectly by government restriction, Exchange or market rulings, suspension of trading, computer, communication, telephone or system failure, war, earthquakes, flood, accident, power failure, equipment or software malfunction, strikes or any other conditions beyond the Trading Member's control.

#### **16. AMENDMENT TO AGREEMENT**

The Client understands and agrees that the Trading Member may discontinue his ITORS Service in part or in its entirety and change the terms of the Service (including the terms on the Trading Member's ITORS WebSite) at any time and from time to time, without prior notice.

#### **17. TERMINATION OF AGREEMENT:**

17.1 The Client agrees that the Trading Member may at any time terminate this Agreement. The Client is aware and accepts that in view of the nature of the transactions and dealings involved in providing the Service it may not be possible for the Trading Member to give advance notice of such termination or suspension to the Client.

17.2 The Client may at any time terminate this Agreement by not less than seven days notice to the Trading Member, provided that unless the Trading Member otherwise permits, the Client shall not be entitled to terminate this Agreement so long as any amount is payable or securities are deliverable by the Client to the Trading Member.

17.3 The termination of this Agreement shall not affect any rights or obligations of either party which have accrued prior to the termination or which may arise out of or in connection with acts done or omitted prior to the termination.

17.4 The provisions of Clauses 14, 20 and 21 of this Agreement shall survive the termination of this Agreement.

#### **18. SEVERABILITY**

In the event of any provisions of this Agreement being held to be or becoming invalid, unenforceable or illegal for any reason, this Agreement shall remain otherwise in full force apart from the said provision which will be deemed deleted. The parties shall however attempt to replace the deleted provision with a legally valid provision that reflects the same purpose as the deleted provision to the greatest extent possible.

#### **19. WAIVER**

No forbearance, relaxation or inaction by any party at any time to require the performance of any provision of this Agreement shall in any way affect, diminish, or prejudice the right of such party to require the performance of that or any other provision of this Agreement or be considered to be a waiver of any right, unless specifically agreed in writing.

**FOR SVV Shares & Stock Brokers Pvt. Ltd.**

Client's Signature **X** \_\_\_\_\_

**44**

Director/Authorised Signatory

## 20. LAW AND JURISDICTION

20.1 This Agreement shall be governed by and construed in all respects in accordance with the laws of the Republic of India and, subject to the provisions of Clause 21, the courts at Mumbai, India shall have jurisdiction over this Agreement and the arbitration proceedings in relation to the Agreement.

20.2 This Agreement and all contracts and transactions between the Trading Member and the Client pursuant hereto shall be subject to the Exchange Provisions, the Rules, Bye-Laws, Regulations, and other provisions of its clearing house, if any, the provisions of the Securities and Exchange Board of India Act, 1992, the Securities Contracts (Regulation) Act of 1956 and the rules and regulations made thereunder and as amended from time to time.

## 21. DISPUTE RESOLUTION

Any claim, dispute or difference arising between the Parties hereto in respect of this Agreement or any contracts, dealings or transactions pursuant hereto or any rights, obligations, terms or conditions as contained in this Agreement or the interpretation or construction of this Agreement shall be subject to the grievance redressal procedure of the Exchange and shall be subject to the arbitration procedure as prescribed by the Exchange Provisions.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

|   | Client   | Stock Broker                                    |
|---|----------|---|
| Name / Trade Name                         |          | <b>SVV Shares &amp; Stock Brokers Pvt. Ltd.</b> |
| Title / Designation                       |          | Director/ Authorised Signatory                  |
| Sign                                      | <b>X</b> |   |
| Witness (1) Signature<br>Name and Address |          |   |
| Witness (2) Signature<br>Name and Address |          |   |

Note: All references to the specific quantity/rate/fee mentioned in this agreement are subject to change from time to time, as so agreed to in writing between the parties.

**ADDITIONAL CLAUSE FOR CROSS MARGINING - BSE - VOLUNTARY**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the trading member and the client. The same are required in order to ensure smooth functioning of internet trading facility offered by the trading member. The client need not execute this document if he / she does not wish to use that facility. The client as the right to terminate the document, in which eventuality, the trading member may terminate the special facility)

**21A. Cross Margining**

- a. The Stock Broker agrees to request BSE CLEARING HOUSE to extend cross margining facility to the Client in the Capital Market Segment subject to the terms and conditions as contained herein and the Client agree to avail the same.
- b. The parties agree to be bound by SEBI Circular No SEBI/DNPD/Cir-44/2008 dated 2nd December, 2008 and Circulars issued by SEBI from time to time with respect to cross margining.
- c. The parties agree to be bound by the Rules, Byelaws, Regulations and Circulars issued from time to time by BSE CLEARING HOUSE including provisions with respect to cross margining.
- d. The parties agree that cross margin benefit shall be for such positions in one or more trading segments/ clearing segments and shall be subject to such terms and conditions as may be prescribed by BSE CLEARING HOUSE if any from time to time.
- e. In case of default by the Stock Broker arising out of the positions in one or more clearing segments, the Client agrees and understands that BSE CLEARING HOUSE may utilise the margins or any other monies furnished in any clearing segment by its Clearing Members, who are clearing and settling the transactions pertaining to the Client, in order to meet the obligations arising out of such positions.
- f. In case of default by the Stock Broker arising out of the positions in one or more clearing segments, the Client agrees and understands that the outstanding positions of the Stock Broker in any or all clearing segments may be closed out by BSE CLEARING HOUSE in accordance with Rules, Byelaws, Regulations and Circulars issued from time to time by BSE CLEARING HOUSE.
- g. In case where cross margin benefit is to be availed by the Client for transactions executed in Futures and Options Segment, the Client agrees that the Stock Broker shall request the Clearing Member of BSE CLEARING HOUSE to avail the cross margin benefit for such transactions on behalf of the Client and such cross margin benefit shall also be subject to the terms and conditions mentioned in Clearing Member and Trading Member agreement entered into between the Clearing Member and the Stock Broker through whom transactions are cleared and settled by the Stock Broker in Futures and Options Segment and terms and conditions mentioned hereinabove shall be applicable for cross margining in Futures and Options Segment also.
- h. The parties agree that notwithstanding anything contained in the Client Agreement to the contrary, the parties shall be bound by the above provisions with respect to cross margining.

|  |   |
|--|---|
| The client's Signature/ Authorised Signatory | The stock broker's Signature/Authorised Signatory |
| Signed by: <b>X</b>                          | Signed by:  |
| Title:                                       | Title:  |
| Name of the client                           | Name of the stock broker                          |
| Place  | Place   |
| Date   | Date  |

**VOLUNTARY**

With regards to and in continuation of the member client agreement between us, I/We Understand that as per Regulation 7 of the SEBI (Stock Brokers and Sub Brokers) Regulations 1992, read with code of conduct for Stock Brokers provided in Schedule of the Regulation-A, a stock broker shall not deal or transact business knowingly, directly or indirectly or execute an order for a client who has failed to carry out his commitments in Relation to securities with another Stock Broker.

I/We understand that I/We am/are required to provide to the Stock Brokers/ Trading Member with details of any dispute or default with any other Stock Broker/ Trading Member and that I/We also understand that the Stock Broker/ Trading Member must be Updated by me/us and when developments occur in this regard. In order to be able to fulfill this statutory requirement as well as to ensure that genuine Investors are not put into increase list of losing their funds and securities lying with a Stock Broker/ Trading Member due to default by a Stock Broker/ Trading Member Caused by any fraudulent or defaulting client who may habitually commit fraud or Default on Stock Brokers/ Trading Members, I/We hereby expressly authorize the Stock Brokers/ Trading Members including the Association of National Exchanges Members of India (ANMI) or any other related website(s), or any organization which maintains such as dispute or default database for the purpose of sharing information with Stock Brokers/ Trading Members, my/our registration and identical details, transactions, and Accounting details as well as any other details relating to any dispute with me/us (Sufficient if deemed as dispute by the Stock Broker/ Trading Member) I/We agree and Confirm that I/We shall not act or make any claim against anybody or organization or Database to whom such information is furnished and upon settlement with the Stock Broker/ Trading Member shall have the information removed or modified through the Trading Member.

Clients Signature: **X** \_\_\_\_\_

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

Clients Name: \_\_\_\_\_

## **ANNEXURE 10**

### **ANTI MONEY LAUNDERING AWARENESS**

As per the requirements of SEBI, implementation of Anti Money Laundering (AML)/ Combating Financing of Terrorism requires trading members as intermediaries to demand certain information from investors which may be of personal nature or has hitherto never been called for. Such information can include documents evidencing source of funds/income tax returns/bank records etc. This can sometimes lead to raising of questions with regard to the motive and purpose of collecting such information. To, sensitize about these requirements as the ones emanating from AML and CFT framework, General FAQs as published by The Financial Action Task Force (FATF), an inter-governmental body whose purpose is the development and promotion of policies, both at national and international levels, to combat money laundering and terrorist financing is reproduced herewith.

#### **FAQ**

##### **Q What is Money Laundering?**

The goal of a large number of criminal acts is to generate a profit for the individual or group that carries out the act. Money laundering is the processing of these criminal proceeds to disguise their illegal origin. This process is of critical importance, as it enables the criminal to enjoy these profits without jeopardizing their source. Illegal arms sales, smuggling, and the activities of organized crime, including for example drug trafficking and prostitution rings, can generate huge amounts of proceeds. Embezzlement, insider trading, bribery and computer fraud schemes can also produce large profits and create the incentive to "legitimise" the ill-gotten gains through money laundering. When a criminal activity generates substantial profits, the individual or group involved must find a way to control the funds without attracting attention to the underlying activity or the persons involved. Criminals do this by disguising the sources, changing the form, or moving the funds to a place where they are less likely to attract attention. In response to mounting concern over money laundering, the Financial Action Task Force on money laundering (FATF) was established by the G-7 Summit in Paris in 1989 to develop a co-ordinated international response. One of the first tasks of the FATF was to develop Recommendations, 40 in all, which set out the measures national governments should take to implement effective anti-money laundering programs.

##### **Q How much money is laundered per year?**

By its very nature, money laundering is an illegal activity carried out by criminals which occurs outside of the normal range of economic and financial statistics. Along with some other aspects of underground economic activity, rough estimates have been put forward to give some sense of the scale of the problem. The International Monetary Fund, for example, has stated in 1996 that the aggregate size of money laundering in the world could be somewhere between two and five percent of the world's gross domestic product. Using 1996 statistics, these percentages would indicate that money laundering ranged between US Dollar (USD) 590 billion and USD 1.5 trillion. The lower figure is roughly equivalent to the value of the total output of an economy the size of Spain. However it must be said that overall it is absolutely impossible to produce a reliable estimate of the amount of money laundered and therefore the FATF does not publish any figures in this regard.

##### **Q How is money laundered?**

In the initial - or placement - stage of money laundering, the launderer introduces his illegal profits into the financial system. This might be done by breaking up large amounts of cash into less conspicuous smaller sums that are then deposited directly into a bank account, or by purchasing a series of monetary instruments (cheques, money orders, etc.) that are then collected and deposited into accounts at another location. After the funds have entered the financial system, the second - or layering - stage takes place. In this phase, the launderer engages in a series of conversions or movements of the funds to distance them from their source. The funds might be channelled through the purchase and sales of investment instruments, or the launderer might simply wire the funds through a series of accounts at various banks across the globe. This use of widely scattered accounts for laundering is especially prevalent in those jurisdictions that do not cooperate in anti-money laundering investigations. In some instances, the launderer might disguise the transfers as payments for goods or services, thus giving them a legitimate appearance. Having successfully processed his criminal profits through the first two phases the launderer then moves them to the third



stage - integration - in which the funds re-enter the legitimate economy. The launderer might choose to invest the funds into real estate, luxury assets, or business ventures.

**Q Where does money laundering occur?**

As money laundering is a consequence of almost all profit generating crime, it can occur practically anywhere in the world. Generally, money launderers tend to seek out countries or sectors in which there is a low risk of detection due to weak or ineffective anti-money laundering programmes. Because the objective of money laundering is to get the illegal funds back to the individual who generated them, launderers usually prefer to move funds through stable financial systems. Money laundering activity may also be concentrated geographically according to the stage the laundered funds have reached. At the placement stage, for example, the funds are usually processed relatively close to the under-lying activity; often, but not in every case, in the country where the funds originate. With the layering phase, the launderer might choose an offshore financial centre, a large regional business centre, or a world banking centre - any location that provides an adequate financial or business infrastructure. At this stage, the laundered funds may also only transit bank accounts at various locations where this can be done without leaving traces of their source or ultimate destination. Finally, at the integration phase, launderers might choose to invest laundered funds in still other locations if they were generated in unstable economies or locations offering limited investment opportunities.

**Q How does money laundering affect business?**

The integrity of the banking and financial services marketplace depends heavily on the perception that it functions within a framework of high legal, professional and ethical standards. A reputation for integrity is the one of the most valuable assets of a financial institution. If funds from criminal activity can be easily processed through a particular institution - either because its employees or directors have been bribed or because the institution turns a blind eye to the criminal nature of such funds - the institution could be drawn into active complicity with criminals and become part of the criminal network itself. Evidence of such complicity will have a damaging effect on the attitudes of other financial intermediaries and of regulatory authorities, as well as ordinary customers. As for the potential negative macroeconomic consequences of unchecked money laundering, one can cite inexplicable changes in money demand, prudential risks to bank soundness, contamination effects on legal financial transactions, and increased volatility of international capital flows and exchange rates due to unanticipated cross-border asset transfers. Also, as it rewards corruption and crime, successful money laundering damages the integrity of the entire society and undermines democracy and the rule of the law.

**Q What influence does money laundering have on economic development?**

Launderers are continuously looking for new routes for laundering their funds. Economies with growing or developing financial centres, but inadequate controls are particularly vulnerable as established financial centre countries implement comprehensive anti-money laundering regimes. Differences between national anti-money laundering systems will be exploited by launderers, who tend to move their networks to countries and financial systems with weak or ineffective countermeasures. Some might argue that developing economies cannot afford to be too selective about the sources of capital they attract. But postponing action is dangerous. The more it is deferred, the more entrenched organised crime can become. As with the damaged integrity of an individual financial institution, there is a damping effect on foreign direct investment when a country's commercial and financial sectors are perceived to be subject to the control and influence of organised crime. Fighting money laundering and terrorist financing is therefore a part of creating a business friendly environment which is a precondition for lasting economic development.

**Q What is the connection with society at large?**

The possible social and political costs of money laundering, if left unchecked or dealt with ineffectively, are serious. Organised crime can infiltrate financial institutions, acquire control of large sectors of the economy through investment, or offer bribes to public officials and indeed governments. The economic and political influence of criminal organisations can weaken the social fabric, collective ethical standards, and ultimately the democratic institutions of society. In countries transitioning to democratic systems, this criminal influence can undermine the transition. Most fundamentally, money laundering is inextricably linked to the underlying criminal activity that generated it. Laundering enables criminal activity to continue.

**Q How does fighting money laundering help fight crime?**

Money laundering is a threat to the good functioning of a financial system; however, it can also be the Achilles heel of criminal activity. In law enforcement investigations into organised criminal activity, it is often the connections made through financial transaction records that allow hidden assets to be located and that establish the identity of the criminals and the criminal organisation responsible. When criminal funds are derived from robbery, extortion, embezzlement or fraud, a money laundering investigation is frequently the only way to locate the stolen funds and restore them to the victims. Most importantly, however, targeting the money laundering aspect of criminal activity and depriving the criminal of his ill-gotten gains means hitting him where he is vulnerable. Without a usable profit, the criminal activity will not continue.

Client's Signature **X** \_\_\_\_\_

## RISK MANAGEMENT POLICY

### **Setting of Limits**

Limits shall be monitored on daily basis, taking following criteria's:  
Turnover, Exposure, past trends, Location, Deposit/Collateral.

### **Collection of Margins**

Margin must be collected on all derivative trades.

Client level margin will be at management discretion in cash segment. Criteria to collect margin will be on the basis of Turnover Exposure of client.

Same client should not figure in default list in more than 3 days in a month

### **Trading in Securities**

Trading in illiquid scrip shall not be permitted. On detection of such trading, the risk manager shall use his discretion to shutdown the terminal after intimating branch manager/sub broker

### **Pay-in Of Fund & Stock**

Third party pay-in of securities & fund will not be accepted. Same way pay out of shares and fund will be directly done to client account only. Additional Bank/DP account proof must be collected if client informs that the Bank/DP account belongs to him/her/it.

### **Collections**

Cash will not be accepted under any circumstances except in case of cheque bouncing and final settlement of bad debts.

Collection of cheques from clients must be done by T+2 days except clients who have authorized us to have running account balance.

### **Pay out of Funds and Securities**

No Third party pay out of Funds or Shares will be made under any circumstances. For funds/shares to be transferred as instructed by client, to account other than mentioned in Client Registration forms, additional proof of Bank Account/Demat account must be obtained.

Client's Signature **X** \_\_\_\_\_

Date:

To,

**SVV Shares & Stock Brokers Pvt. Ltd.**

A/1, Mandvi Navjeevan, 121/123 Kazi Syed Street,  
Ground Floor, Mumbai - 400 003.

Dear Sirs,

This is to confirm that I/We have received all the copies of duly completed documents while opening trading account with you. The set contains the copies of below mentioned documents:

Copy of Client Registration Form (KYC).

Member Constituent Agreement.

Risk Disclosure Document.

Copy of PAN Card and verification of PAN Card.

Copies of all proof ie Identity, Address, Demat and Cancelled Cheque.

Client Code:

Client's Signature **X** \_\_\_\_\_

CLIENT CODE

## **SVV Shares & Stock Brokers Pvt. Ltd.**

*MEMBER: BOMBAY STOCK EXCHANGE LIMITED*

*CLG. NO.: 662*

*CASH SEGMENT : SEBI REGN. NO.: INB010991632*

*DERIVATIVES SEGMENT : SEBI REGN. NO.: INF010991632*

### **CLIENT REGISTRATION FORM**

**NAME:** \_\_\_\_\_

**Regd. Office :** A/1 Mandvi Navjeevan, 121/127 Kazi Syed Street, Mumbai - 400 003.

Tel.: 022 - 2272 3133 • Fax: 022 - 2272 3134

E-mail id: svvcm662@rediffmail.com

Investor Grievances E mail id: svvig662@rediffmail.com