INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others.

2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.

3. If any proof of identity or address is in a foreign language, then translation into English is required.

4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.

5. If correspondence & permanent address are different, then proofs for both have to be submitted.

6. Sole proprietor must make the application in his individual name & capacity.

7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.

8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.

9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.

10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.

11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

B. Proof of Identity (POI): - *List of documents admissible as Proof of Identity:*

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.

2. PAN card with photograph.

3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

C. Proof of Address (POA): - *List of documents admissible as Proof of Address:*

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

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.

3. Bank Account Statement/Passbook -- Not more than 3 months old.

4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.

5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.

6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.

7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.

8. The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

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

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.

2. Investors residing in the state of Sikkim.

3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.

4. SIP of Mutual Funds upto Rs 50, 000/- p.a.

5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).

2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.

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

Corporate

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).

- Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).
- Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.
- Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.
- Copies of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution for investment in securities market.
- Authorised signatories list with specimen signatures.

Partnership firm

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- Certificate of registration (for registered partnership firms only).
- Copy of partnership deed.
- Authorised signatories list with specimen signatures.
- Photograph, POI, POA, PAN of Partners.

Trust

- Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- Certificate of registration (for registered trust only).
- Copy of Trust deed.
- List of trustees certified by managing trustees/CA.
- Photograph, POI, POA, PAN of Trustees.

HUF

- PAN of HUF.
- Deed of declaration of HUF/ List of coparceners.
- Bank pass-book/bank statement in the name of HUF.
- Photograph, POI, POA, PAN of Karta.

Unincorporated association or a body of individuals

- Proof of Existence/Constitution document.
- Resolution of the managing body & Power of Attorney granted to transact business on its behalf.
- Authorized signatories list with specimen signatures.

Banks/Institutional Investors

- Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.
- Authorized signatories list with specimen signatures.

Foreign Institutional Investors (FII)

- Copy of SEBI registration certificate.
- Authorized signatories list with specimen signatures.

Army/ Government Bodies

- Self-certification on letterhead.
- Authorized signatories list with specimen signatures.

Registered Society

- Copy of Registration Certificate under Societies Registration Act.
- List of Managing Committee members.
- Committee resolution for persons authorised to act as authorised signatories with specimen signatures.
- True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

INSTRUCTIONS / CHECK LIST

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

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

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

2. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.

3. Demat Client master or recent holding statement issued by DP bearing name of the client.

4. For individuals:

a. Stock broker has an option of doing 'in-person' verification through web camera/video conference at the branch office of the stock broker/sub-broker's office.

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

5. For non-individuals:

a. Form need to be initialized by all the authorized signatories.

b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/firm/others and their specimen signatures.

TRADING ACCOUNT RELATED DETAILS

For Individuals & Non-individuals

A. BANK ACCOUNT(S) DETAILS

Bank Name	Branch address	Bank account no.	Account Type:Saving/Current/ Others-In case of RI/NRE/NRO	MICR Number	IFSC code

B. DEPOSITORY ACCOUNT(S) DETAILS

Depository Participant Name	Depository Name (NSDL/CDSL)	Beneficiary name	DP ID	Beneficiary ID (BO ID)

C. TRADING PREFERENCES

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

Exchanges	**Segments**		**Exchanges**	**Segments**	
NSE	**CASH**		**CSE-BSE**	**CASH**	
	F&O				

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

D. PAST ACTIONS

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

E. DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS

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

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

   Registered office address:_____Ph: _____Fax:_____Website:_____

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

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

   Client Code: _____Exchange: _____

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

F. ADDITIONAL DETAILS

1) Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify):_____

   Specify your Email id, if applicable: _____

2) Whether you wish to avail of the facility of internet trading/ wireless technology (please specify):_____

3) Number of years of Investment/Trading Experience:_____

4) In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others:_____

5) Any other information: _____

G. INTRODUCER DETAILS (optional)

Name of the Introducer: _____

(Surname) (Name) (Middle Name)

Status of the Introducer: Sub-broker/Remisier/Authorized Person/Existing Client/Others, please specify_____

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

H. NOMINATION DETAILS (for individuals only)

☐ **I/We wish to nominate** ☐ **I/We do not wish to nominate**

Name of the Nominee: _____ Relationship with the Nominee: _____

PAN of Nominee: _____ Date of Birth of Nominee:_____

Address and phone no. of the Nominee:_____

If Nominee is a minor, details of guardian:

Name of guardian: _____ Address and phone no. of Guardian: _____

Signature of guardian _____

WITNESSES (Only applicable in case the account holder has made nomination)

Name _____ Name _____

Signature _____ Signature _____

Address _____ Address _____

DECLARATION

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

Place _____ **(----------)**

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

FOR OFFICE USE ONLY

UCC Code allotted to the Client: _____

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

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

_____

Signature of the Authorised Signatory

Date _____ **Seal/Stamp of the stock broker**

POLICIES & PROCEDURES

1. Refusal of orders for Penny Stocks:-

There is no proper definition of "Penny stock" but we consider penny stocks as those which appears on illiquid securities list issued by exchanges from time to time and shares quoting below par value. It is our policy to monitor such trade and clients may be asked to explain the rationale for trading in such stocks. We may demand special ad hoc margin for trading in such stocks. We may refuse to accept any order in such stocks or may also cancel any order whether executed partially or not or put such restriction which we may deem fit without assigning any reason to the client. We shall not be liable for any consequential loss either financial or otherwise that a client may incur for non execution or cancellation of such orders.

2. Setting up client's exposure limit:-

We compulsorily collect upfront margin from client in Cash & F&O segment and exposure limit are set accordingly and the margin requirements/exposure is modified based on volatility in the market.

3. Applicable Brokerage Rates:-

Generally brokerage is charged at rates agreed at the time of KYC registration which is within maximum permissible limit set by exchanges/SEBI. Brokerage slab is reviewed periodically and may be changed by giving at least 15 days prior notice to the clients at his Email or postal address. Further Jalan & Co. reserves the right to revise the brokerage structure.

4. Late Payment Charges and Other Charges:-

Jalan & Co. may debit Late Payment Charge up to @1.5% per month if even after due follow up either by people at our main office or at Branch office, the due payment is not received from the client within 48 hrs of the pay-in. Jalan & Co. may impose such fines/penalties for any trades/deals or actions of the client which are contrary to the agreement rules/regulations/byelaws of the exchanges or any other law for the time being in force. Further if any fine or punishment from any authority is imposed on Jalan & Co. arising due to any orders/trades/actions of the client, the same shall be borne by the client. Jalan & Co. may impose reasonable penalties for bouncing of cheques, bad deliveries, non-delivery, non-payment of margin money, to discourage such violations and recover the same from the Client's Account directly.

5. Right to sell client's securities or close clients position on account of non-payment of dues without giving notice:-

In case where the client fails to meet his/her pay-in obligation of funds before pay-in time, Jalan & Co. may withhold transfer of security to client's account. Subsequently if with proper follow up the payment is not received within 4 Working Day of the pay-in time, Jalan & Co. may at its discretion sale the shares without giving any notice to the client as per SEBI Circular No. CIR/HO/MIRSD/DOP/CIR/P/2019/75 dated 20.06.2019. Any resultant loss for such sale either financial or otherwise shall be borne by the clients.

6. Settlement of shortages in securities arising due to internal netting of trades:-

In case of shortages in securities obligation arising due to internal netting of trades i.e., when both buyer and seller are our clients, position shall be closed out on T+2 day at higher of the following rates :-

a) 102% of the current prevailing rate on T+2 day or, b) % applicable on close price on T+1 day as below:-

Scrips > Rs.100	---- 103%
Scrips < Rs.100 > Rs.50	---- 105%
Scrips < Rs.50 > Rs.5	---- 107%
Scrips < Rs.5	---- 120%

All respective ledgers will be updated on the auction payout date.

7. Conditions under which a client may not be allowed to take further position or his existing position may be closed:-

A client may not be allowed to take further position under any of the following circumstances:

i.) SEBI or Exchange imposing restrictions on further exposures in cases of extreme volatility in the market or in a security or group of securities. ii.) Client or the Broker exceeding or touching exposure limits set by the Exchange in the particular scrip. iii.) Reasonable doubt as to bonafide of the transaction or identity of the client in the light of the financial status and objectives as disclosed in the KYC form. iv.) Reasonable doubt as to the transaction being cross trade, circular trade, fraudulent practice or connected with price manipulation or market rigging. v.) SEBI or any other competent authority issuing a debarment order against the client from buying, selling or dealing in securities, unless the order is vacated. vi.) Long pending debit balance in the clients account.

8. In –Active or closure of Account:-

After a proper periodic review of the client accounts, Jalan & Co. suspend the accounts from trading in case the client is inactive for a period of more than 12 months or where his/her dues has not been cleared after proper follow-up or in case where the client is not responding or known to have expired or where the account is under investigation by any regulatory body. Moreover, even client may, at times, like to suspend his account for some time due to reasons like – illness, holidaying or pilgrimage, he/she can do so by giving a written request for the same. The client, subject to his meeting all obligations regarding pending positions, may seek closure of his account by a letter in writing duly signed by him. Such request shall be effective from the time it has been noted in our computer system and the client shall be liable to meet all his obligations. A suspended account may be reactivated by another instruction in writing by the client.

9. De-registering a Client:-

Jalan & Co. may de-register a client in any of the following events:

a) Death of a client who is a natural person; b) Liquidation/winding up or dissolution of a client who is a corporate/firm, etc.; c) Insolvency or bankruptcy of the client; d) The client being debarred from dealing in securities by an order of SEBI or any other Regulatory Authority or Court; e) The Client is convicted of fraud or other offence in relation to securities and the said conviction is not stayed by that authority or court or superior thereto. f) The account being inactive has not been reactivated within three years of inactivation.

De-registering of a client will not liberate him from his obligations for transactions at the time of de-registration.

TARIFF SHEET

Dear Client,

Please note the various charges mentioned hereunder payable by you on the execution of trade(s):

Head of Charges	**SEGMENTS**					
	EQUITY			**DERIVATIVE***		
Brokerage		BUY SIDE	SALE SIDE		BUY SIDE	SALE SIDE
	Delivery%			Future%		
	Delivery Minimum			Future Minimum		
	Intraday %			Option%		
	Intraday Minimum			Option Minimum		
				Physical Settlement		
Transaction Charges	0.00345% of the traded value on each side in NSE.			0.0020% of the traded value on each side for trades done in the Futures Sub-Segment.		
	0.0065% of the traded value on each side in CSE-BSE.			0.053% on the contract value of Options on each side for trades done in the Options Sub-segment.		
Securities Transaction Tax		BUY SIDE	SALE SIDE		BUY SIDE	SALE SIDE
	DELIVERY	0.100% of the traded value	0.100% of the traded value	FUTURE	NIL	0.01% of the traded value.
	INTRADAY	NIL	0.025% of the traded value	OPTIONS	0.125% on premium amount where option is exercised.	0.017% of the premium amount.
				Physical Settlement	.100%	NIL
GOOD AND SERVICE TAX	18% of the value of brokerage and transaction charge.			18% of the value of brokerage and transaction charge.		
Delivery Charges	Rs.10/- flat plus GST per ISIN on deliveries made on behalf of client from UN PAID Securities A/c to Pool A/c or Beneficiary A/c.			Rs.10/- flat plus GST per ISIN on deliveries made on behalf of client from UN PAID Securities A/c to Pool A/c or Beneficiary A/c.		
Stamp Duty	AS PER PREVALING RATE.			AS PER PREVALING RATE.		

*** NOTE :** Option Brokerage is charged on premium.

Please note that the above charges are subject to change from time to time with prior notice.

FOR OFFICE USE

Authorised Signatory **Seal of the Stock Broker**

AUTHORIZATION LETTER FOR RUNNING ACCOUNT

To
JALAN & Co.
1 & 2, Old Court House Corner
Tobacco House , 4th Floor
Kolkata – 700 001

Dear Sir

Re.: Unique Client Code:

1. With reference to my / our trading account opened with you, I / We request you to maintain a running account for funds on my / our behalf without settling the account on settlement of each transaction. I / We further request you to retain all amount receivable by me / us until specifically requested by me / us to be settled or to be dealt with in any other manner.
2. I / we understand that as per SEBI guidelines, the funds are to be actually settled periodically, which shall not extend beyond a first friday of a calendar quarter/month. I /we therefore authorize you to settle the funds account at least once in a calendar **quarter or month** (strike out whichever is not applicable), after taking into account margin requirements for outstanding obligations and in accordance with prevalent SEBI guidelines.
3. I / We understand and agree that no interest will be payable to me / us on the amounts or securities so retained with you.
4. I /We may be trading in derivatives segment & cash segment of various Exchanges with you. In this regard I / we hereby authorize Jalan & Co. to act at its discretion of adjusting any credit balance against the debit in any account across segments / Exchange, without taking any further instruction from me / us.
5. I / We also confirm that my/our withhold securities lying in your UN-Paid Securities A/c should be considered as margin deposit / collateral.
6. I / We authorize you to set off a part or whole of the margin deposited by me / us against any of my / our dues, by appropriating relevant amount of fund or by sale of securities which form part of margin/pledge.
7. I / We hereby authorize you to pledge my / our securities deposited as margin Pledge and to deposit my / our funds deposited as margin, with Exchanges / Clearing Corporation towards Margin as also to meet any shortfall in my / our Funds / Securities obligation or auction or any other obligation arising out of my trading through you.
8. I /we understand and agree that interest may be charged to my account if I / We purchase any securities and the amount not paid within 24 hrs of pay-in time.
9. I /we understand that I / We have a right to revoke the authority granted hereinabove at any time at my / our discretion by giving a written notice to you.
10. This authorization will be valid till it is revoked.

Client's Signature _____

Date: - / /

DISCLOSURE OF PROPRIETARY TRADING

To
All Clients

In pursuance of the SEBI Circular No. SEBI/MRD/SI/Cir-42/2003 dated November 19, 2003, NSE Circular No.NSE/INVG/PRE/2003/16 dated November 25, 2003 and BSE Notice No. 20031125-7 dated 25 November, 2003 with a view to increase transparency in the dealings between us as a trading member and you as a Client we do hereby disclose that we, apart from trading on account of our Clients, also do trading on our proprietary account.

You are requested to please take a note of the same.

Yours truly,
For **Jalan & Co.**

_____
Authorised Signatory

I/We confirm my/our acceptance.

_____
Signature of the Client

Date: _____