

FORM NO.

VERSION – 2017/01

## CLIENT REGISTRATION FORM



**TIPSONS COMMODITIES PVT. LTD.**  
**CIN NO. U51909GJ2004PTC043556**

Demat  Trading

Branch : \_\_\_\_\_ Trading Code : \_\_\_\_\_

Demat Code : \_\_\_\_\_

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

**SEBI REGISTRATION NUMBER AND DATE**  
**Single SEBI Registration No.: INZ000070031**  
**Registration Date for MCX and NCDEX : 19-09-2016**

**Designated E-mail ID for Investor Grievances :**  
For Trading and Demat Account : [compliance@tipsons.com](mailto:compliance@tipsons.com)  
Website : [www.tipsons.com](http://www.tipsons.com)





## ACKNOWLEDGEMENT

### Tipsons Commodities Private Limited.

402, Sheraton house, Opp. Ketav Petrol Pump, Polytechnic Road, Ambawadi,  
Ahmedabad-380015, Gujarat.

Phone : 079-30611140 / 43 / 45. Fax : 079-30611137.

Designated E-mail Id for Investor Grievances : [compliance@tipsons.com](mailto:compliance@tipsons.com)

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

Client Code/Trading Code : \_\_\_\_\_

**(1)** I/We do hereby confirm / Acknowledge receipt of following

- A). Copy of the duly completed KYC Application Form
- B). Uniform Risk Disclosure Document (RDD)
- C). Rights and Obligations of Members, Authorised Persons and Clients
- D). Guidance Note - Do's and Don'ts for the Clients
- E). Tariff Sheet

**(2)** I/we do hereby confirm the receipt of trading code/unique client code allotted to me/us including the E-mail ID furnished by me/us for the purpose of receiving electronic contract notes, statement of accounts and such other documents and as such have noted the User ID and Password given to me/us for the operations of the same through your website.

**(3)** In case of non-receipt of the above or user ID & password for tracking any transaction through your Website: [www.tipsons.com](http://www.tipsons.com) or for any help/assistance. I/we will promptly notify your compliance officer: Nilesh Panchal, on Email ID: [compliance@tipsons.com](mailto:compliance@tipsons.com) or Ph.: 079-66828011 / 8019.

Client's Signature : \_\_\_\_\_

Date \_\_\_\_\_



## Tipsons Commodities Private Limited

Single SEBI Registration No. for MCX and NCDEX : INZ000070031

MCX Member Code :- 29315

NCDEX Member Code :- F00171

Director and CEO Name :- Jitendra J. Shah, Ph. No. 079 - 6682 8000, Email ID :- jshah@tipsons.com

**Registered Office :** 402, Sheraton House, Opp. Ketav Petrol Pump, Ambawadi, Ahmedabad - 380015.

**Correspondence Office :** 402, Sheraton House, Opp. Ketav Petrol Pump, Ambawadi, Ahmedabad - 380015.

**Phone :** 079 - 30611140 / 43 / 45. **Fax :** 079 - 30611137. **Website :** www.tipsons.com

Compliance officer Name, Phone No. & E-mail ID :

Mr. Nilesh Panchal, (079 - 66828019/8011) compliance@tipsons.com / Nilesh.panchal@tipsons.com

Sr. No.	Name of the Document	Brief Significance of the Document	Page No.
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1.	Tariff sheet	Document detailing the rate / amount of brokerage and other charges levied on the client for trading on the Commodity Exchange(s)	2
2.	KYC (Account Opening) application form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list. B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list /Nomination Form-10	3 to 10 11 to 15
3.	Uniform Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the commodities market.	16 to 20
4.	Rights and Obligations of Members, Authorized Persons and Clients	Document stating the Rights & Obligations of member, Authorized Person and Client for trading on exchanges (including additional rights & obligations in case of internet / wireless technology based trading).	21 to 31
5.	Do's and Don'ts for the Investors	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	32 to 35
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE MEMBER*</b>			
6.	Declaration for Open Interest Limit and for High Value Transactions	Declaration about open Interest positions and One time Declaration about High Value Transactions	36
7.	AML Literature	Basic Information about AML Measures for General Guidance of Clients	37 to 38
8.	Running Account Authorization and information of circumstances for Client code modifications.	Running Account Authorization (Purely Voluntary and can be revoked at any time) and Details of circumstances for Client Code Modifications.	39
9.	Consent(s) for smooth operational Convenience	Document capturing the consent(s) from the Client for smooth operational Convenience.	40
10.	Format for signature attestation and Declaration in case of Partnership Firm	Document capturing the Format for Signature Attestation by Banker and Format of Declaration in case of Partnership Firm.	41
11.	Format of Board Resolution	Document Capturing the Format of Board Resolution in case of Corporate.	42
12.	Mandate for issuance of Digital Contract Notes	For the purpose of receiving electronic Communication, ECN etc. from Member / Broker	43

\* For any grievance/dispute please contact M/s. Tipsons Commodities Pvt. Ltd. at above address or E-mail ID: [compliance@tipsons.com](mailto:compliance@tipsons.com) and **Phone No 07966828019** In case not satisfied with the response please contact the concerned exchange(s) at MCX:- E-mail ID: [grievance@mcxindia.com](mailto:grievance@mcxindia.com) and Phone No.: 022 - 67318888  
 NCDEX:- E-mail ID: [askus@ncdex.com](mailto:askus@ncdex.com) and Phone No.: 022-66406609 \_\_\_\_\_

\* **Following documents should not form part of either mandatory or voluntary documents:**  
**1) Authorization letter for any interfamily/group company/related accounts adjustment**  
**2) Authorization of adjustment of funds among securities exchange and commodities exchange.**

**Tariff Sheet :**

Branch :		1 <sup>st</sup> Leg		2 <sup>nd</sup> Leg (same day)	
		% Age	Min.	% Age	Min.
Client Code:	MCX				
	NCDEX				
Brokerage : →					

**NOTES:**

1. Brokerage will be charged within the limits prescribed by SEBI / Exchanges and in %age on transaction value basis as shown above.
2. Brokerage will be charged as shown above and shall be rounded off to nearest 2 to 4 decimal points of required as per back office software of the member for the purpose of calculating total Brokerage / total Brokerage per transaction payable by the client.
3. Apart from Brokerage as agreed with you and as disclosed hereinabove, various other statutory levies at actual form time to time, such as Service Tax and Commodity Transaction Tax (CTT) (whenever applicable) which both are Government levies and are subject to change form time to time.
4. Other taxes and Statutory Levies as prescribed by Government and regulatory authorities would be applicable. Such taxes and statutory levies are charged as applicable from time to time.
5. Tipsons Commodities P. Ltd. reserves the rights to revise the brokerage structure, by publishing / displaying the same on its website: [www.tipsons.com](http://www.tipsons.com)
6. We declare that we are doing proprietary trading along with client business.

Date : .....

Client's Signature : 



**Important Instructions:**

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

**For office use only** (To be filled by financial institution)

Application Type\*  New  Update

KYC Number  (Mandatory for KYC update request)

Account Type\*  Normal  Simplified (for low risk customers)  Small

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

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

**PHOTO**

Signature / Thumb Impression

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

ADDITIONAL DETAILS REQUIRED\* (Mandatory only if section 2 is ticked)

ISO 3166 Country Code of Jurisdiction of Residence\*

Tax Identification Number or equivalent (If issued by jurisdiction)\*

Place / City of Birth\*  ISO 3166 Country Code of Birth\*

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

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

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

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

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

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

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

**Address**

Line 1\*

Line 2

Line 3

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

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

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

Line 1\*

Line 2

Line 3  City / Town / Village\*

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

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

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

Line 1\*

Line 2

Line 3  City / Town / Village\*

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

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

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

FAX  -  Email ID

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

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

Related Person Type\*  Guardian of Minor  Assignee  Authorized Representative

Name\* Prefix  First Name  Middle Name  Last Name

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

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

A- Passport Number  Passport Expiry Date  -  -

B- Voter ID Card

C- PAN Card

D- Driving Licence  Driving Licence Expiry Date  -  -

E- UID (Aadhaar)

F- NREGA Job Card

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

S- Simplified Measures Account - Document Type code  Identification Number

7. REMARKS (If any)

8. APPLICANT DECLARATION

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

[Signature / Thumb Impression]

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

Date :  -  -

Place :

Signature / Thumb Impression of Applicant

9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received  Certified Copies

KYC VERIFICATION CARRIED OUT BY

Date  -  -

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

[Employee Signature]

INSTITUTION DETAILS

Name

Code

[Institution Stamp]



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

**Important Instructions:**

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



<b>For office use only</b>	Application Type* <input type="checkbox"/> New <input type="checkbox"/> Update	
<i>(To be filled by financial institution)</i>	KYC Number	<i>(Mandatory for KYC update request)</i>

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

Same as Current / Permanent / Overseas Address details

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

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

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

**3. APPLICANT DECLARATION**

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

Date :   -   -

Place :

[Signature / Thumb Impression]

---

Signature / Thumb Impression of Applicant

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



**Important Instructions:**

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

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

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

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

Related Person Type\*     Guardian of Minor     Assignee     Authorized Representative

Name\*    Prefix     First Name     Middle Name     Last Name

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

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

A- Passport Number       Passport Expiry Date  DD -  MM -  YYYY

B- Voter ID Card

C- PAN Card

D- Driving Licence       Driving Licence Expiry Date  DD -  MM -  YYYY

E- UID (Aadhaar)

F- NREGA Job Card

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

S- Simplified Measures Account - Document Type code       Identification Number

**2. APPLICANT DECLARATION**

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

[Signature / Thumb Impression]

Date :  DD -  MM -  YYYY      Place :

Signature / Thumb Impression of Applicant

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

**Documents Received**     Certified Copies

KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS
Date <input type="text"/> DD - <input type="text"/> MM - <input type="text"/> YYYY	Name <input type="text"/>
Emp. Name <input type="text"/>	Code <input type="text"/>
Emp. Code <input type="text"/>	[Institution Stamp]
Emp. Designation <input type="text"/>	
Emp. Branch <input type="text"/>	
[Employee Signature]	

**Know Your Client (KYC)  
Application Form (For Individuals Only)**



Application No. :

Please fill in ENGLISH and in BLOCK LETTERS

**A. Identity Details (please see guidelines overleaf)**

1. Name of Applicant (As appearing in supporting identification document).

Name

Father's/Spouse Name

2. Gender  Male  Female B. Marital status  Single  Married C. Date of Birth

3. Nationality  Indian  Other (Please specify)

4. Status Please tick (✓)  Resident Individual  Non Resident  Foreign National (Passport Copy Mandatory for NRIs & Foreign Nationals)

5. PAN Please enclose a duly attested copy of your PAN Card

Aadhaar Number, if any:

6. Proof of Identity submitted for PAN exempt cases Please Tick (✓)

UID (Aadhaar)  Passport  Voter ID  Driving Licence  Others (Please see guideline 'D' overleaf)

PHOTOGRAPH

Please affix the recent passport size photograph and sign across it

**B. Address Details (please see guidelines overleaf)**

1. Address for Residence/Correspondence

City / Town / Village State Country Pin Code

2. Contact Details

Tel. (Off.) (ISD) (STD) Mobile (ISD) (STD) E-Mail Id. Tel. (Res.) (ISD) (STD) Fax (ISD) (STD)

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify)

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

4. Permanent Address of Resident Applicant if different from above B1 OR Overseas Address (Mandatory) for Non-Resident Applicant

City / Town / Village State Country Pin Code

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify)

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

6. Any other information:

**DECLARATION**

**SIGNATURE OF APPLICANT**

I hereby declare that the details furnished above are true and correct to the best of my/our 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/we are aware that I/we may be held liable for it.

Place: Date:

**FOR OFFICE USE ONLY**

IPV Done  on

AMC/Intermediary name OR code

(Originals Verified) Self Certified Document copies received

(Attested) True copies of documents received

Main Intermediary

Seal/Stamp of the intermediary should contain Staff Name Designation Name of the Organization Signature Date

Seal/Stamp of the intermediary should contain Staff Name Designation Name of the Organization Signature Date

**INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM**

**A. IMPORTANT POINTS:**

- Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorised to deal in securities on behalf of company/firm/others.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorised for attesting the documents, as per the below mentioned list.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- If correspondence & permanent address are different, then proofs for both have to be submitted.
- Sole proprietor must make the application in his individual name & capacity.
- 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.
- For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- 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.
- 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:**

- Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
- PAN card with photograph.
- 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.)

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

- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- Bank Account Statement/Passbook -- Not more than 3 months old.
- Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- 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.
- 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.
- For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
- 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.)

- 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.
- Investors residing in the state of Sikkim.
- UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- SIP of Mutual Funds upto Rs 50, 000/- p.a.
- In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

**E. List of people authorised to attest the documents:**

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

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

Types of entity	Documentary requirements
<b>Corporate</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> 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). <input type="checkbox"/> Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. <input type="checkbox"/> Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. <input type="checkbox"/> Copies of the Memorandum and Articles of Association and certificate of incorporation. <input type="checkbox"/> Copy of the Board Resolution for investment in securities market. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Partnership firm</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> Certificate of registration (for registered partnership firms only). <input type="checkbox"/> Copy of partnership deed. <input type="checkbox"/> Authorised signatories list with specimen signatures. <input type="checkbox"/> Photograph, POI, POA, PAN of Partners.
<b>Trust</b>	<input type="checkbox"/> Copy of the balance sheets for the last 2 financial years (to be submitted every year). <input type="checkbox"/> Certificate of registration (for registered trust only). <input type="checkbox"/> Copy of Trust deed. <input type="checkbox"/> List of trustees certified by managing trustees/CA. <input type="checkbox"/> Photograph, POI, POA, PAN of Trustees.
<b>HUF</b>	<input type="checkbox"/> PAN of HUF. <input type="checkbox"/> Deed of declaration of HUF/ List of coparceners. <input type="checkbox"/> Bank pass-book/bank statement in the name of HUF. <input type="checkbox"/> Photograph, POI, POA, PAN of Karta.
<b>Unincorporated association or a body of individuals</b>	<input type="checkbox"/> Proof of Existence/Constitution document. <input type="checkbox"/> Resolution of the managing body & Power of Attorney granted to transact business on its behalf. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Banks/ Institutional Investors</b>	<input type="checkbox"/> Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Foreign Institutional Investors (FII)</b>	<input type="checkbox"/> Copy of SEBI registration certificate. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Army/ Government Bodies</b>	<input type="checkbox"/> Self-certification on letterhead. <input type="checkbox"/> Authorised signatories list with specimen signatures.
<b>Registered Society</b>	<input type="checkbox"/> Copy of Registration Certificate under Societies Registration Act. <input type="checkbox"/> List of Managing Committee members. <input type="checkbox"/> Committee resolution for persons authorised to act as authorised signatories with specimen signatures. <input type="checkbox"/> True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.



**Know Your Client (KYC)  
Application Form (For Non-Individuals Only)**



Application No. : \_\_\_\_\_

Please fill in ENGLISH and in BLOCK LETTERS

**A. Identity Details (please see guidelines overleaf)**

1. Name of Applicant (Please write complete name as per Certificate of Incorporation / Registration; leaving one box blank between 2 words. Please do not abbreviate the Name).  
 \_\_\_\_\_

2. Date of Incorporation [ d d / m m / y y y y ] Place of Incorporation \_\_\_\_\_

3. Registration No. (e.g. CIN) \_\_\_\_\_ Date of commencement of business [ d d / m m / y y y y ]

4. Status Please tick (✓)  Private Ltd. Co.  Public Ltd. Co.  Body Corporate  Partnership  Trust / Charities / NGOs  HUF  FI  FII  
 FPI Category I  FPI Category II  FPI Category III  AOP  Bank  Government Body  Non-Government Organisation  
 Defence Establishment  Body of Individuals  Society  LLP  Others (Please specify) \_\_\_\_\_

5. Permanent Account Number (PAN) (MANDATORY) \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

**B. Address Details (please see guidelines overleaf)**

1. Address for Correspondence  
 \_\_\_\_\_  
 City / Town / Village \_\_\_\_\_ Postal Code \_\_\_\_\_  
 State \_\_\_\_\_ Country \_\_\_\_\_

2. Contact Details  
 Tel. (Off.) (ISD) (STD) \_\_\_\_\_ Tel. (Res.) (ISD) (STD) \_\_\_\_\_  
 Mobile (ISD) (STD) \_\_\_\_\_ Fax (ISD) (STD) \_\_\_\_\_  
 E-Mail Id. \_\_\_\_\_

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Bank Account Statement  Registered Lease / Sale Agreement of Office Premises  
 Any other proof of address document (as listed overleaf).(Please specify) \_\_\_\_\_  
 \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted [ d d / m m / y y y y ]

4. Registered Address (If different from above)  
 \_\_\_\_\_  
 City / Town / Village \_\_\_\_\_ Postal Code \_\_\_\_\_  
 State \_\_\_\_\_ Country \_\_\_\_\_

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.  
 \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Bank Account Statement  Registered Lease / Sale Agreement of Office Premises  
 Any other proof of address document (as listed overleaf).(Please specify) \_\_\_\_\_  
 \*Not more than 3 Months old. Validity/Expiry date of proof of address submitted [ d d / m m / y y y y ]

**C. Other Details (please see guidelines overleaf)**

1. Name, PAN, DIN/Aadhaar Number, residential address and photographs of Promoters/Partners/Karta/Trustees/whole time directors  
 (Please use the Annexure to fill in the details)

2. Any other information: \_\_\_\_\_

**DECLARATION**

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

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

**NAME & SIGNATURE(S)  
OF AUTHORISED  
PERSON(S)**

\_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY**

AMC/Intermediary name OR code \_\_\_\_\_

(Originals Verified) Self Certified Document copies received

(Attested) True copies of documents received

Seal/Stamp of the intermediary should contain  
 Staff Name  
 Designation  
 Name of the Organization  
 Signature  
 Date

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

Name of Applicant \_\_\_\_\_

PAN of the Applicant

Sr. No.	PAN	Name	DIN (For Directors) / Aadhaar Number (For Others)	Residential / Registered Address	Relationship with Applicant (i.e. promoters, whole time directors etc.)	Photograph

Name & Signature of the Authorised Signatory(ies)

Date  /  /



**ANNEXURE - 1 PART - II**  
**TRADING ACCOUNT RELATED DETAILS**

PHOTOGRAPH  
Please affix your recent passport size photograph and sign across it

TRADING ID :

--	--	--	--	--	--	--	--

Date : .....

PLEASE FILL ALL THE DETAILS IN **CAPITAL LETTERS ONLY**

I/we Request you to open a Trading Account in My / our name as per the following additional details.

A) Details of Account Holder(s) :	Name	PAN
Sole / 1st Holder		

**B) Type of Account**

- |   |   |  |                               |                              |
|---|---|--|-------------------------------|------------------------------|
| <input type="checkbox"/> Ordinary Resident          | <input type="checkbox"/> Foreign National | <input type="checkbox"/> Mutual Fund                 | <input type="checkbox"/> FI   | <input type="checkbox"/> HUF |
| <input type="checkbox"/> Qualified Foreign Investor | <input type="checkbox"/> Margin           | <input type="checkbox"/> Trust                       | <input type="checkbox"/> F II |                              |
| <input type="checkbox"/> NRI - Repatriable          | <input type="checkbox"/> Body Corporate   | <input type="checkbox"/> Bank                        | <input type="checkbox"/> CM   |                              |
| <input type="checkbox"/> NRI - Non Repatriable      | <input type="checkbox"/> Promoter         | <input type="checkbox"/> Other (Please Specify)..... |                               |                              |

**C) a) In Case of NRIs / Foreign Nationals / FII / Others (as may be applicable)**

RBI Approval Reference Number :

RBI Approval Date : 

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

**D) a) Name, PAN, residential address and photographs of Promoters / Partners / Karta / Trustees and whole time directors : Provide details as per format prescribed on page no. 9&10.....**

**b) DIN/DPIN/UID or Promoters/Partners/LLP Partners and whole time Directors :..... Provide details as per format presented on page on : 9&10.....**

**E) Bank Account (S) Details**

(1) Bank Name & Address :  
(Default)

Bank A/c. No.	Account Type :
MICR Number :	IFSC/RTGS/NEFT Code:

(2) Additional Bank Name & Address (If Any) :

Bank A/c. No.	Account Type :
MICR Number :	IFSC/RTGS/NEFT Code:

**F) Income / Occupation / Other Details**

**1. Gross Annual Income Details** (Please Specify) Income range per annum :  Below Rs. 1 Lac  Rs. 1-5 Lac  Rs. 5-10  Rs. 10-25 Lac  Rs. 25 Lac-50 Lacs  Rs. 50 Lacs-1 crore  More than Rs. 1 crore.

**2. Net-Worth** (Net worth should not be older than 1 year) Amount? .....as on (date).....

**3. Occupation** (Please tick/any one and give brief details) :  Private Sector  Public Sector  Business

Government Service  Professional  Agriculturist  Retired  Housewife  Student

Others (Please Specify) .....

**4. Please tick, if applicable, for any of your authorised signatories/Promoters/Partners/Karta/Trustees/whole time directors:**  Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)

**5. Any Other information**

**DEPOSITORY ACCOUNT(S) DETAILS, IF AVAILABLE**





Sr. No.	Depoitory Participant Name	Depoitory Name (NSDL / CDSL)	Beneficiary Name	DP ID	Beneficiary ID (BO ID)
1.					
2.					

Note : Provide a copy of either Demat Master or a recent holding statement issued by DP bearing name of the client.

--

## F. TRADING PREFERENCES

**Note :** Please sign in the relevant boxes against the Exchange with which you wish to trade. The Exchange not chosen should be struck off by the client.

Sr. No.	Name of the National Commodity Exchanges #	Date of Consent for trading on concerned Exchange	Signature of the Client
1.	<b>MCX</b>		
2.	<b>NCDEX</b>		
3.			
4.			

[In case of allowing a client for trading on any other Exchange at a later date, which is not selected now, a separate consent letter is required to be obtained by the Member from client and to be kept as enclosure with this document]

## G. INVESTMENT / TRADING EXPERIENCE

- No Prior Experience
- .....Years in Commodities
- .....Years in Other investment related fields

## H. SALES TAX REGISTRATION DETAILS (As applicable, State wise)

- local Sales Tax State Registration No. : .....
- Validity Date : .....
- Name of the State : .....
- Central Sales Tax Registration No. : .....
- Validity Date : .....
- Other Sales Tax State Registration No. : .....
- Validity Date : .....
- Name of the State : .....

## I. VAT DETAILS (As applicable, State wise)

- Local VAT Registration No. : .....
- Validity Date : .....
- Name of the State : .....
- Other VAT Registration No. : .....
- Name of the State : .....
- Validity Date : .....

## J. PAST REGULATORY ACTIONS

Details of any action / proceedings initiated / pending / taken by FMC / SEBI / Stock exchanges / Commodity exchange / any other authority against the client during the last 3 years : .....

## K. DEALINGS THROUGH OTHER MEMBERS

- If client is dealing through any other Member, provide the following details (in case dealing with multiple Members, / AP, provide details of all in a separate sheet containing all the information as mentioned below) :

Member's / Authorized Person (AP)'s Name : .....

Exchange : .....Exchange's Registration No. : .....

Concerned Member's Name with whom the AP is registered:.....



Registered office Address : .....

.....

Phone :..... Fax : ..... Mobile: .....

E-mail ID: ..... Website : .....

Client Code: .....

Detail of disputes/ dues pending from / to such Member / AP: .....

**L. INTRODUCER DETAILS (optional)**

Name of the Introducer : .....

(Surname) (Name) (Middle Name)

Status of the Introducer : Authorized Person / Existing Client / Others, please specify .....

.....

Address of the Introducer : .....

.....

.....

Phone no. of the Introducer :..... Mobile No.: .....


**Signature of the Introducer :** \_\_\_\_\_

**M. ADDITIONAL DETAILS**

Whether you wish to receive communication from Member in electronic form on your Email - ID [ Yes / No ] :  
 {If yes then please fill in Appendix - A}


**N. NOMINATION DETAILS**

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

Name of the Nominee										PHOTOGRAPH of Nominee signature of Noninee across Photograph									
Relationship with the Nominee																			
PAN											Date of Birth								
Address of Nominee																			
City / Town / Village										Pin Code :									
Contact Details of Nominee	Tel. (Offi)				Tel. (Resi.)														
	Email ID																		
Signature of Nominee : 																			

**If Nominee is a Minor, Details of Guardian :**

PHOTOGRAPH  
of Guardian  
signature of  
Guardian  
across  
Photograph

Name of the Guardian											
Address of Guardian :											
City / Town / Village						Pin Code :					
Contact Details of Guardian			Tel. (Offi)			Tel. (Resi.)					
			Email ID								
Signature of Guardian :  _____											

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

Name of Witness	Address	Signature of Witness with Date
1.	..... ..... .....	X
2.	..... ..... .....	X


**DECLARATION**

- I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
- I/We confirm having read / been explained and understood the contents of the tariff sheet and all voluntary / non-mandatory documents.
- I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s), 'Risk Disclosure Document' and 'Do's and Dont's'. 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 Member's designated website, if any.

Place : .....

Date : .....

Client's Signature :

 \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

	<b>Documents verified with Originals</b>
Name of the Employee	
Employee Code	
Designation of the employee	
Date	
Signature	

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

*For, Tipsons Commodities Pvt. Ltd.*

**Signature of the Authorised Signatory  
Seal/Stamp of the stock broker**

**Date .....**

## Annexure-2

### RISK DISCLOSURE DOCUMENT

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

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

You must know and appreciate that investment in commodity futures contracts/ derivatives or other instruments traded on the Commodity Exchange(s), which have varying element of risk, is generally not an appropriate avenue for someone of limited resources/ limited investment and/ or trading experience and low risk tolerance. You should, therefore, carefully consider whether such trading is suitable for you in the light of your financial condition. In case, you trade on the Exchange and suffer adverse consequences or loss, you shall be solely responsible for the same and the Exchange shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take the plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned member. The Client shall be solely responsible for the consequences and no contract can be rescinded on that account.

You must acknowledge and accept that there can be no guarantee of profits or no exception from losses while executing orders for purchase and/or sale of a commodity derivatives being traded on the Exchange.

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

The Exchange does not provide or purport to provide any advice and shall not be liable to any person who enters into any business relationship with any member of the Exchange and/ or third party based on any information contained in this document. Any information contained in this document must not be construed as business advice/investment advice. No consideration to trade should be made without thoroughly understanding and reviewing the risks involved in such trading. If you are unsure, you must seek professional advice on the same.

In considering whether to trade, you should be aware of or must get acquainted with the following:-

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

**i. Risk of Higher Volatility**

Volatility refers to the dynamic changes in price that commodity derivative contracts undergo when trading activity continues on the Commodity Exchange. Generally, higher the volatility of a commodity derivatives contract, greater is its price swings. There may be normally greater volatility in thinly traded commodity derivatives contracts than in actively traded commodities/ contracts. As a result of volatility, your order may only be partially executed or not executed at all, or the price at which your order got executed may be substantially different from the last traded price or change substantially thereafter, resulting in real losses.

**ii. Risk of Lower Liquidity**

a. Liquidity refers to the ability of market participants to buy and/ or sell commodity derivative contract expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the number of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/ or sell commodity derivatives contracts swiftly and with minimal price difference and as a result, investors are more likely to pay or receive a competitive price for commodity derivative contracts purchased or sold. There may be a risk of lower liquidity in some commodity derivative contracts as compared to active commodity derivative contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

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

**iii. Risk of Wider Spreads**

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

**iv. Risk-reducing orders**

a. Most of the Exchanges have a facility for investors to place "limit

orders", "stop loss orders" etc. Placing of such orders (e.g. "stop loss" orders or "limit" orders) which are intended to limit losses to certain amounts may not be effective many a time because rapid movement in market conditions may make it impossible to execute such orders.

b.A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that commodity derivatives contract.

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

d. A stop loss order is generally placed "away" from the current price of a commodity derivatives contract, and such order gets activated if and when the contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the contract approaches pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

**v. Risk of News Announcements**

a. Traders/Manufacturers make news announcements that may impact the price of the commodities and/or commodity derivatives contracts. These announcements may occur during trading and when combined with lower liquidity and higher volatility may suddenly cause an unexpected positive or negative movement in the price of the commodity/ commodity derivatives contract.

**vi. Risk of Rumours**

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

**vii. System Risk**

a. High volume trading will frequently occur at the market opening and before market close. Such high volumes may also occur at any point in the day. These may cause delays in order execution or confirmation.

b. During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in execution of order and its confirmation.

c. Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a commodity due to any action on account of unusual trading activity or price hitting circuit filters or for any other reason.

**viii. System/ Network Congestion**

a. Trading on the Exchange is in electronic mode, based on satellite/ leased line communications, combination of technologies and computer systems to place and route orders. Thus, there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, or any such other problem/glitch whereby not being able to establish access to the trading system/network, which may be beyond the control of and may result in delay in processing or not processing buy or sell orders either in part or in full. You are cautioned to note that although these problems may be temporary in nature, but when you have outstanding open positions or unexecuted orders, these represent a risk because of your obligations to settle all executed transactions.

**2. As far as Futures Commodity Derivatives are concerned, please note and get yourself acquainted with the following additional features:-**

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

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

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

c. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the Member of the Exchange may liquidate/square-up a

part of or the whole position. In this case, you will be liable for any losses incurred due to such square-up/ Close Outs.

d. Under certain market conditions, an Investor may find it difficult or impossible to execute the transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.

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

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

### **3. TRADING THROUGH WIRELESS TECHNOLOGY OR ANY OTHER TECHNOLOGY:**

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

### **4. General**

**i. Deposited cash and property:**

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

**ii. Commission and other charges:**

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

**iii.** For rights and obligations of the Members/Authorised Persons/ clients, please refer to *Annexure 3*

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

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



**Annexure – 3 (of KYC Document)**  
**RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORIZED PERSONS AND CLIENTS**  
**as prescribed by SEBI and Commodity Exchanges**

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

**CLIENT INFORMATION**

8. The client shall furnish all such details in full as are required by the Member in "Account Opening Form" with supporting details, made mandatory by commodity exchanges/SEBI from time to time.
9. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the Member shall be non-mandatory; therefore, subject to specific acceptance by the client.
10. The client shall immediately notify the Member in writing if there is any change in the information in the 'account opening form' as provided at the time of account opening and thereafter; including the information on winding up petition/insolvency petition or any litigation which may have material

bearing on his capacity. The client shall provide/update the financial information to the Member on a periodic basis.

11. A. Protection from unfair terms in financial contracts\*\*

- a. An unfair term of a non-negotiated contract will be void.
- b. A term is unfair if it –
  - i. causes a significant imbalance in the rights and obligations of the parties under the financial contract, to the detriment of the Client; and
  - ii. is not reasonably necessary to protect the legitimate interests of the Member.
- c. The factors to be taken into account while determining whether a term is unfair, include –
  - i. the nature of the financial product or financial service dealt with under the financial contract;
  - ii. the extent of transparency of the term;

\*\*contracts offered by commodity exchanges

- iii. the extent to which the term allows a Client to compare it with other financial contracts for similar financial products or financial services; and
  - iv. the financial contract as a whole and the terms of any other contract on which it is dependent.
- d. A term is transparent if it –
  - i. is expressed in reasonably plain language that is likely to be understood by the Client;
  - ii. is legible and presented clearly; and
  - iii. is readily available to the Client affected by the term.
- e. If a term of a financial contract is determined to be unfair under point 11.A.c, the parties will continue to be bound by the remaining terms of the financial contract to the extent that the financial contract is capable of enforcement without the unfair term.

11.B.

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

11. C.

- a. The above does not apply to a term of a financial contract if it –
  - i. defines the subject matter of the financial contract;

- ii. sets the price that is paid, or payable, for the provision of the financial product or financial service under the financial contract and has been clearly disclosed to the Client; or
    - iii. is required, or expressly permitted, under any law or regulations.
  - b. The exemption under point 11.C does not apply to a term that deals with the payment of an amount which is contingent on the occurrence or non- occurrence of any particular event.
- 12. The Member and Authorized Person shall maintain all the details of the client as mentioned in the account opening form or any other information pertaining to the client, confidentially and that they shall not disclose the same to any person/authority except as required under any law/regulatory requirements. Provided however that the Member may so disclose information about his client to any person or authority with the express permission of the client.
- 13. A. Protection of personal information and confidentiality
  - a. “Personal information” means any information that relates to a Client or allows a Client’s identity to be inferred, directly or indirectly, and includes –
    - i. name and contact information;
    - ii. biometric information, in case of individuals
    - iii. information relating to transactions in, or holdings of, financial products
    - iv. information relating to the use of financial services; or
    - v. such other information as may be specified.
- 13. B.
  - a. A Member must –
    - i. not collect personal information relating to a Client in excess of what is required for the provision of a financial product or financial service;
    - ii. maintain the confidentiality of personal information relating to Clients and not disclose it to a third party, except in a manner expressly permitted under point 13.B.b.;
    - iii. make best efforts to ensure that any personal information relating to a Client that it holds is accurate, up to date and complete;
    - iv. ensure that Clients can obtain reasonable access to their personal information, subject to any exceptions that the Regulator may specify; and
    - v. allow Clients an effective opportunity to seek modifications to their personal information to ensure that the personal information held by the Member is accurate, up to date and complete.
  - b. A Member may disclose personal information relating to a Client to a third party only if –
    - i. it has obtained prior written informed consent of the Client for the disclosure, after giving the Client an effective opportunity to refuse consent;
    - ii. the Client has directed the disclosure to be made;
    - iii. the Regulator has approved or ordered the disclosure, and unless prohibited by the relevant law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - iv. the disclosure is required under any law or regulations, and unless prohibited by such law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - v. the disclosure is directly related to the provision of a financial product or financial service to the Client, if the Member –
      - 1. informs the Client in advance that the personal information may be shared with a third party; and

2. makes arrangements to ensure that the third party maintains the confidentiality of the personal information in the same manner as required under this Part; or
      - vi. the disclosure is made to protect against or prevent actual or potential fraud, unauthorised transactions or claims, if the Member arranges with the third party to maintain the confidentiality of the personal information in the manner required under this Part.-
    - c. "Third party" means any person other than the concerned Member, including a person belonging to the same group as the Member.
14. A. Requirement of fair disclosure both initially and on continuing basis
  - a. Member must ensure fair disclosure of information that is likely to be required by a Client to make an informed transactional decision.
  - b. In order to constitute fair disclosure, the information must be provided –
    - i. sufficiently before the Client enters into a financial contract, so as to allow the Client reasonable time to understand the information;
    - ii. in writing and in a manner that is likely to be understood by a Client belonging to a particular category; and
    - iii. in a manner that enables the Client to make reasonable comparison of the financial product or financial service with other similar financial products or financial services.
  - c. The types of information that must be disclosed to a Client in relation to a financial product or financial service, which may include information regarding –
    - i. main characteristics of the financial product or financial service, including its features, benefits and risks to the Client;
    - ii. consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
    - iii. existence, exclusion or effect of any term in the financial product or financial contract;
    - iv. nature, attributes and rights of the Member, including its identity, regulatory status and affiliations;
    - v. contact details of the Member and the methods of communication to be used between the Member and the Client;
    - vi. rights of the Client to rescind a financial contract within a specified period; or
    - vii. rights of the Client under any law or regulations.
14. B.
  - a. Member must provide a Client that is availing a financial product or financial service provided by it, with the following continuing disclosures –
    - i. any material change to the information that was required to be disclosed under point 14.A at the time when the Client initially availed the financial product or financial service;
    - ii. information relating to the status or performance of a financial product held by the Client, as may be required to assess the rights or interests in the financial product or financial service; and
    - iii. any other information that may be specified.
  - b. A continuing disclosure must be made –
    - i. within a reasonable time-period from the occurrence of any material change or at reasonable periodic intervals, as applicable; and

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

## **MARGINS**

15. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the Member or the Exchange or as may be directed by SEBI from time to time as applicable to the segment(s) in which the client trades. The Member is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
16. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

## **TRANSACTIONS AND SETTLEMENTS**

17. The client shall give any order for buy or sell of commodities derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the Member however ensuring the regulatory requirements in this regard are complied with. The Member shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.
18. The Member shall inform the client and keep him apprised about trading/settlement cycles, delivery/payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant commodity exchange where the trade is executed.
19. The Member shall ensure that the money deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the Member for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, circulars, notices, guidelines of SEBI and/or Rules, Business Rules, Bye-laws, circulars and notices of Exchange.
20. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, Member shall be entitled to cancel the respective contract(s) with client(s).
21. The transactions executed on the Exchange are subject to Rules, Byelaws and Business Rules and circulars/notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Business Rules of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Business Rules of the Exchanges and the circulars/notices issued thereunder.

## **BROKERAGE**

22. The Client shall pay to the Member brokerage and statutory levies as are prevailing from time to time and as they apply to the Client's account, transactions and to the services that Member renders to the Client. The Member shall not charge brokerage more than the maximum brokerage permissible as per the Rules, Business Rules and Bye-laws of the relevant commodity exchanges and/or Rules of SEBI.

## **LIQUIDATION AND CLOSE OUT OF POSITION**

23. Without prejudice to the Member's other rights (including the right to refer a matter to arbitration), the client understands that the Member shall be entitled to liquidate/close out all or any of the client's positions for non-payment of margins or other amounts, outstanding debts, etc. and adjust the

proceeds of such liquidation/close out, if any, against the client's liabilities/obligations. Any and all losses and financial charges on account of such liquidation/closing-out shall be charged to and borne by the client.

24. In the event of death or insolvency of the client or his/its otherwise becoming incapable of receiving and paying for or delivering or transferring commodities which the client has ordered to be bought or sold, Member may close out the transaction of the client and claim losses, if any, against the estate of the client. The client or his nominees, successors, heirs and assignee shall be entitled to any surplus which may result there from. The client shall note that transfer of funds/commodities in favor of a Nominee shall be valid discharge by the Member against the legal heir.

## **DISPUTE RESOLUTION**

25. The Member shall co-operate in redressing grievances of the client in respect of all transactions routed through it.
26. The client and the Member shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Business Rules of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.
27. The client/Member understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/Member shall be binding on the client/Member in accordance with the letter authorizing the said representative to deal on behalf of the said client/Member.
28. Requirement for each Member to have an effective grievance redress mechanism which is accessible to all its Clients
- a. A Member must have in place an effective mechanism to receive and redress complaints from its Clients in relation to financial products or financial services provided by it, or on its behalf, in a prompt and fair manner.
  - b. A Member must inform a Client, at the commencement of relationship with the Client and at such other time when the information is likely to be required by the Client, of –
    - i. the Client's right to seek redress for any complaints; and
    - ii. the processes followed by the Member to receive and redress complaints from its Clients.
29. A. Suitability of advice for the Client
- Right to receive advice that is suitable taking into account the relevant personal circumstances of the Client, such as the Clients financial circumstances and needs. This obligation would apply to persons who render advice to Clients and the regulator may specify categories of financial products and service that necessarily require such advice to be given.
- a. A Member must –
    - i. make all efforts to obtain correct and adequate information about the relevant personal circumstances of a Client; and
    - ii. ensure that the advice given is suitable for the Client after due consideration of the relevant personal circumstances of the Client.
  - b. If it is reasonably apparent to the Member that the available information regarding the relevant personal circumstances of a Client is incomplete or inaccurate, the Member must warn the Client of the consequences of proceeding on the basis of incomplete or inaccurate information.
  - c. If a Client intends to avail of a financial product or financial service that the Member determines unsuitable for the Client, the Member –
    - i. must clearly communicate its advice to the Client in writing and in a manner that is likely to be understood by the Client; and

- ii. may provide the financial product or financial service requested by the Client only after complying with point 29.A.a and obtaining a written acknowledgement from the Client.

### 30. Dealing with conflict of interest

In case of any conflict between the interests of a Client and that of the Member, preference must be given to the Client interests.

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

### **TERMINATION OF RELATIONSHIP**

- 31. This relationship between the Member and the client shall be terminated; if the Member for any reason ceases to be a member of the commodity exchange including cessation of membership by reason of the Member's default, death, resignation or expulsion or if the certificate is cancelled by the Exchange.
- 32. The Member, Authorized Person and the client shall be entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.
- 33. In the event of demise/insolvency of the Authorized Person or the cancellation of his/its registration with the Board or/withdrawal of recognition of the Authorized Person by the commodity exchange and/or termination of the agreement with the Authorized Person by the Member, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the Member and all clauses in the ‘Rights and Obligations’ document(s) governing the Member, Authorized Person and client shall continue to be in force as it is, unless the client intimates to the Member his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

### **ADDITIONAL RIGHTS AND OBLIGATIONS**

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

35. The Member shall issue a contract note to his clients for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The Member shall send contract notes to the investors within 24 hours of the execution of the trades in hard copy and/or in electronic form using digital signature.
36. The Member shall make pay out of funds or delivery of commodities as per the Exchange Rules, Bye-Laws, Business Rules and Circulars, as the case may be, to the Client on receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
37. The Member shall send a complete 'Statement of Accounts' for both funds and commodities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
38. The Member shall send margin statements to the clients on daily basis. Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee, warehouse receipts, securities etc.
39. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with Member and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.
40. In case, where a member surrenders his/ her/ its membership, Member gives a public notice inviting claims, if any, from investors. In case of a claim relating to transactions executed on the trading system of the Exchange, ensure that client lodge a claim with the Exchange within the stipulated period and with the supporting documents.
41. A. Protection from unfair conduct which includes misleading conduct & abusive conduct
  - a. Unfair conduct in relation to financial products or financial services is prohibited.
  - b. "Unfair conduct" means an act or omission by a Member or its financial representative that significantly impairs, or is likely to significantly impair, the ability of a Client to make an informed transactional decision and includes –
    - i. misleading conduct under point 41.B
    - ii. abusive conduct under point 41.C
    - iii. such other conduct as may be specified.
41. B.
  - a. Conduct of a Member or its financial representative in relation to a determinative factor is misleading if it is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise, and the conduct involves –
    - i. providing the Client with inaccurate information or information that the Member or financial representative does not believe to be true; or
    - ii. providing accurate information to the Client in a manner that is deceptive.



- b. In determining whether a conduct is misleading under point 41.B.a, the following factors must be considered to be “determinative factors” –
- i. the main characteristics of a financial product or financial service, including its features, benefits and risks to the Client;
  - ii. the Client’s need for a particular financial product or financial service or its suitability for the Client;
  - iii. the consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
  - iv. the existence, exclusion or effect of any term in a financial contract, which is material term in the context of that financial contract;
  - v. the nature, attributes and rights of the Member, including its identity, regulatory status and affiliations; and
  - vi. the rights of the Client under any law or regulations.

41. C.

- a. A conduct of a Member or its financial representative in relation to a financial product or financial service is abusive if it –
- i. involves the use of coercion or undue influence; and
  - ii. causes or is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise.
- b. In determining whether a conduct uses coercion or undue influence, the following must be considered –
- i. the timing, location, nature or persistence of the conduct;
  - ii. the use of threatening or abusive language or behavior;
  - iii. the exploitation of any particular misfortune or circumstance of the Client, of which the Member is aware, to influence the Client’s decision with regard to a financial product or financial service;
  - iv. any non-contractual barriers imposed by the Member where the Client wishes to exercise rights under a financial contract, including –
  - v. the right to terminate the financial contract;
  - vi. the right to switch to another financial product or another Member and
  - vii. a threat to take any action, depending on the circumstances in which the threat is made.

**ELECTRONIC CONTRACT NOTES (ECN)**

42. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id (created by the client) to the Member (Kindly refer [Appendix A of Annexure 3](#)). Member shall ensure that all the rules/Business Rule/Bye-Laws/ circulars issued from time to time in this regard are complied with. The client shall communicate to the Member any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
43. The Member shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamperable and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
44. The client shall note that non-receipt of bounced mail notification by the Member shall amount to delivery of the contract note at the e-mail ID of the client.

45. The Member shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the Member for the specified period under the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The Member shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges.
46. The Member shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the Member shall send a physical contract note to the client within the stipulated time under the extant Regulations/ Rules, Bye-Laws, Business Rules and Circulars of SEBI/commodity exchanges and maintain the proof of dispatch and delivery of such physical contract notes.
47. In addition to the e-mail communication of the ECNs to the client, the Member shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.
48. The Electronic Contract Note (ECN) declaration form obtained from the Client who opts to receive the contract note in electronic form. This declaration will remain valid till it is revoked by the client.

#### **LAW AND JURISDICTION**

49. In addition to the specific rights set out in this document, the Member, Authorised Person and the client shall be entitled to exercise any other rights which the Member or the client may have under the Rules, Bye-laws and Business Rules of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules of SEBI.
50. The provisions of this document shall always be subject to Government notifications, any rules, guidelines and circulars/notices issued by SEBI and Circulars, Rules, Business Rules and Bye laws of the relevant commodity exchanges, where the trade is executed, that may be in force from time to time.
51. The Member and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal, if either party is not satisfied with the arbitration award.
52. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations/Business Rules and circulars/notices issued thereunder of the Exchanges/SEBI.
53. All additional voluntary/non-mandatory clauses/document added by the Member should not be in contravention with Rules/ Business Rules/Notices/Circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
54. If the rights and obligations of the parties hereto are altered by virtue of change in Rules of SEBI or Bye-laws, Rules and Business Rules of the relevant commodity exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.
55. Members are required to send account statement to their clients every month.

**INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY MEMBERS TO CLIENT**  
**(All the clauses mentioned in the 'Rights and Obligations' document(s) shall be applicable. Additionally, the clauses mentioned herein shall also be applicable.)**

1. Member is eligible for providing Internet based trading (IBT) and commodities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The Member shall comply with all requirements applicable to internet based trading/- commodities trading using wireless technology as may be specified by SEBI& the Exchanges from time to time.
2. The client is desirous of investing/trading in commodities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for commodities trading through use of wireless technology. The Member shall provide the Member's IBT Service to the Client, and the Client shall avail of the Member's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Member's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The Member shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with commodities trading through wireless technology/internet or any other technology should be brought to the notice of the client by the Member.
4. The Member shall make the client aware that the Member's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whatsoever through the Member's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/ commodities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the Member
6. The Client shall immediately notify the Member in writing if he forgets his password, discovers security flaw in Member's IBT System, discovers/suspects discrepancies/ unauthorized access through his username/password/account with full details of such unauthorized use, the date, the manner and the transactions effected pursuant to such unauthorized use, etc.
7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/ commodities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.
8. The Member shall send the order/trade confirmation through email to the client at his request. The client is aware that the order/ trade confirmation is also provided on the web portal. In case client is trading using wireless technology, the Member shall send the order/trade confirmation on the device of the client.
9. The client is aware that trading over the internet involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, etc. are susceptible to interruptions and dislocations. The Member and the Exchange do not make any representation or warranty that the Member's IBT Service will be available to the Client at all times without any interruption.
10. The Client shall not have any claim against the Exchange or the Member on account of any suspension, interruption, non-availability or malfunctioning of the Member's IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Members/Exchange end for any reason beyond the control of the Member/Exchanges.

## Annexure-4

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

#### Do's

1. Trade only through Registered Members of the Exchange. Check from the Exchange website at following link <https://www.mcxindia.com/membership/notice-board/Member-AP/https://www.ncdex.com/membership/memberdirectory.aspx> -Details to see whether the Member is registered with the Exchange.
2. Insist on filling up a standard 'Know Your Client (KYC)' form before you commence trading
3. Insist on getting a Unique Client Code (UCC) and ensure all your trades are done under the said UCC.
4. Insist on reading and signing a standard 'Risk Disclosure Agreement'.
5. Obtain a copy of your KYC and/ or other documents executed by you with the Member, from the Member.
6. Cross check the genuineness of trades carried out at the Exchange through the trade verification facility available on the Exchange website at the following link <https://www.mcxindia.com/en/login,/https://www.ncdex.com/marketdata/tradeverification/login>.The trades can be verified online where trade information is available up to 5 working days from the trade date.
7. Insist on a duly signed Contract Note in specified format for every executed trade within 24 hours of trade, highlighting the details of the trade along with your UCC.
8. Ensure that the Contract Note contains all the relevant information such as Member Registration Number, Order No., Order Date, Order time, Trade No., Trade rate, Quantity, Arbitration Clause, etc.
9. Obtain receipt for collaterals deposited with the Member towards margins.
10. Go through the Rules, Bye-laws, Regulations, Circulars, Directives, Notifications of the Exchange as well as of the Regulators, Government and other authorities to know your rights and duties vis-à-vis those of the Member.
11. Ask all relevant questions and clear your doubts with your Member before transacting.
12. Insist on receiving the bills for every settlement.
13. Insist on Monthly statements of your ledger account and report any discrepancies in the statement to your Member within 7 working days. In case of unsatisfactory response

report the discrepancy to the Exchange within 15 working days from the date of cause of action.

14. Scrutinize minutely both the transaction & holding statements that you receive from your Depository Participant.
15. Keep Delivery Instruction Slips (DIS) book issued by DPs in safe possession.
16. Ensure that the DIS numbers are preprinted and your account number (UCC) is mentioned in the DIS book.
17. Freeze your Demat account in case of your absence for longer duration or in case of not using the account frequently.
18. Pay required margins in time and only by Cheque and ask for receipt thereof from the Member.
19. Deliver the commodities in case of sale or pay the money in case of purchase within the time prescribed.
20. Understand and comply with accounting standards for derivatives.
21. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the Member. Note that the clauses as agreed between you and the Member cannot be changed without your consent.
22. Get a clear idea about all brokerage, commissions, fees and other charges levied by the Member on you for trading and the relevant provisions/ guidelines specified by SEBI/Commodity exchanges.
23. Make the payments by account payee cheque in favour of the Member. Ensure that you have a documentary proof of your payment/deposit of commodities with the Member, stating date, commodity, quantity, towards which bank/ demat account such money or commodities (in the form of warehouse receipts) deposited and from which bank/ demat account.
24. The payout of funds or delivery of commodities (as the case may be) shall not be made to you within one working day from the receipt of payout from the Exchange, in case you have given specific authorization for maintaining running account to the member. Thus, in this regard, the running account authorization provided by you to the Member shall be subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.

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

## Don'ts

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

**DECLARATION ABOUT OPEN INTEREST POSITIONS**

**FOR MCX / NCDEX**

To  
Tipsons Commodities Pvt. Ltd.  
R.O. : 402, Sheraton house, opp. Ketav petrol pump,  
Polytechnic road,ambawadi, Ahmedabad 380015,  
Dear Sir,

**Subject : My/Our request for trading in commodity forward contracts/  
commodity derivatives on MCX / NCDEX as your client**

I/We, the undersigned, have taken cognizance of circular no. MCX/340/2006 dated **August 23, 2006** and / or NCDEX/TRADING-114/2006/247 dated September 28, 2006 and / or ACE T&S - 004 / **2010 / 007** dated 26th October,2010 issued by MCX and NCDEX respectively on the guidelines for **calculation of net open positions** permitted in any commodity (subject to change from time to time) and I/we hereby undertake **to comply with the same**. I/We hereby declare and undertake that we will not exceed the position limits prescribed **from time to time by MCX or NCDEX** or SEBI and such position limits **will be calculated in accordance with the** contents of above stated circular of MCX / NCDEX or as modified from time to time.

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

I/We also understand that for the calculation of open interest in a commodity/contract, individual and **Director/Partner/Karta** of Company/Firm/HUF are treated as a single client as per various circulars and **explanations provided by the** exchanges.

Yours faithfully,

Client's Name : .....Client's Code: .....

Client's Signature :  Sole Proprietor/Partner/Director/Karta/Trustee\*  
\* Strike off which is not applicable

**ONE TIME DECLARATION ABOUT HIGH VALUE TRANSACTIONS**

To  
**Tipsons Commodities pvt. ltd. [Member: MCX / NCDEX]**  
R.O. : 402, Sheraton house, opp. Ketav petrol pump, Polytechnic road,ambawadi, Ahmedabad 380015.  
Dear Sir,

With reference to above, I/We do hereby declare that being your client, I/We proposes to **undertake high value** transactions (say Rs. 5.00 lakh and above or such other sum as may be prescribed by SEBI/**NCDEX/MCX** or such other authority from time to time) in a day on NCDEX/MCX through you as **my/our commodity broker**. **By this** one time declaration, please note that the said transaction(s) would be for and on **my/our behalf and entirely for** my/our sole profit or loss only. I/We will not carry out the same being a front entity of any other **person or NRI** or such other person / entity who are / might be forbidden to undertake any transaction in commodity **market without prior** approval of SEBI/NCDEX/MCX or such other applicable authority. I / We also **declare that the transactions** would not be carried out as unauthorized / unregistered sub-broker /authorised person **or for and on behalf of any** other person/entity.

I/We also undertake to meet my/our margin, pay-in and such other obligation(s) as the **case may be, from time to time** and such transaction(s) would commensurate with my/our business profile and risk profile **including sources of funds**. i/We shall always adhere to all regulatory requirements including that of **PMLA and SEBI/NCDEX/MCX** directions, guidelines, circulars etc. from time to time.

In case of any other purpose other than as mentioned above, I / We undertake that I / We shall **provide you prior and complete information / detail of such transactions** including intended nature of the business **relationship to you**.  
Purpose of Carrying out HV transactions : .....

Intended nature of business relationship : .....

Client's Name : ..... Client's Code: .....

Client's Signature :  36



**Tipsons Commodities pvt.ltd.**

R.o. : 402,sheraton house,opp. ketav petrol pump,  
Polytechnic road,ambawadi, Ahmedabad 380015.

**BASIC INFORMATION ABOUT AML MEASURES FOR GENERAL GUIDANCE OF CLIENTS :**

**Background :**

In response to mounting concern over money laundering world wide, G-7 summit as held in Paris in the year 1989, a policy making body having Secretariat Organisation for Economic Co-operation and Development (OECD) was established, to work for generating necessary political will / willingness to bring about national legislative and regulatory reforms to combat money laundering and terrorist financing.

World Bank and International Monetary Fund (IMF) have also established a collaborative framework in with Financial Action Task Force (FATF) in this regard. Our country (India) is also one of the member and has been accorded "Observer" status.

**Objectives:**

The brief objectives of these provisions is to establish general framework for the fight against money laundering, terrorism, financial crimes and corruption.

- Ensuring that financial institutions are not vulnerable to infiltration or abuse by organized crime groups
- Building capacity to fight terrorism and trace terrorist money
- Meeting binding international obligations and avoiding the risk of sanctions or other actions by the international community
- Avoid becoming heaven for criminals
- Securing a more transparent and stable financial system that is attractive to foreign investors

**What is Money Laundering?**

To concealing or hiding financial assets with a view to used it without detection of its source that is illegal activity which produced it.

- Through money laundering, the launder transforms the monetary proceeds derived from criminal activity into funds with an apparent legal source.
- It is the process by which criminals try to hide and disguise the true source / origin and ownership of proceeds of their illegal/criminal activities.
- It may be conversion of illegally earned income in to another form so that it appears as a legitimate income.
- The term "Money Laundering" is also used in relation to financing of terrorist activity (where funds may / may not originate from crime).
- It is a medium through which dirty money insert in the financial system and make such money look clean.
- Money is circulated around the financial system in such a way that its ancestry gets hidden.

**Activities that can be considered as Illegal / Criminal Activity:**

- |                              |                    |
|------------------------------|--------------------|
| • Corruption                 | • Gambling         |
| • Bribery                    | • Robbery          |
| • Counterfeiting and Forgery | • Fraud            |
| • Smuggling                  | • Kidnapping       |
| • Extortion                  | • Tax Evasion      |
| • Prostitution               | • Drug Trafficking |

**Various stages of Money laundering:**

- i. **Placement:** It is a initial stage in which money from criminal activities is placed in financial institution. It may be through various methods viz. arranging or breaking up currency transactions in to portion which falls below reporting threshold for specific purpose to avoid reporting requirements.
- ii. **Layering :** It is a process of conducting a complex series of financial transactions with a purpose of hiding origin of money and hindering any attempt to trace the funds. It may include multiple trades for security, Purchase of financial product such as Life Insurance or purchase of legitimate businesses.
- iii. **Integration:** Last and final stage in the re-injection of the laundered proceeds back in to the economy in such a way that they re-enter the financial system as normal business funds.

**Consequences of Money Laundering :**

- Finances terrorism
- Encourage crime
- Endangers society at large

- **Weakening of macro economic factors of country**
- **Affects the integrity of the financial system**
- **Government control on economy reduces**
- **Weakening of Law & Order**

**Indian Framework:** India has also framed, "The Prevention of Money Laundering Act, 2002" (PMLA) which came into effect w.e.f. 01.07.2005. A separate Foreign Intelligence Unit (FIU) is also established as a central monitoring agency/ central repository to combat Money Laundering. Necessary notifications / rules / guidelines / circulars / recommendations etc. are also issued and being issued by various regulatory authorities including SEBI from time to time.

**Applicability of PMLA :** The provisions of the Act are applicable to Banking Company, Financial Institution and Intermediary (which includes, stock broker, sub-broker, share transfer agents, portfolio manager and other intermediaries associated with Securities Market and registered under section 12 of SEBI Act, 1992.)

All the aforesaid entities have to maintain a record of all the transactions, its nature and value involved. Such transactions shall include:

- All cash transactions > Rs. 10.00 lacs or its equivalent in foreign currency
- All integrally connected series of cash transactions < Rs. 10.00 lacs or its equivalent in foreign currency within one calendar month
- All suspicious transactions

**Suspicious Transactions:** Means a transaction, whether or not, made in cash which, to a person acting in good faith,

- Gives a rise to a reasonable ground of suspicion that it may involve the proceeds of crime
- Identity verification or address seems difficult or found to be forged / false
- Gives rise to a reasonable ground of suspicion that it may involve financing of the activities relating to terrorism.
- Unusual and unexplained large value of transaction
- Unusual and unexplained activity in dormant accounts\
- Transfer of large sums of money to/from overseas locations.
- Appears to be made in circumstances of unusual or unjustified complexity
- Appears to have no economic rationale or bonafide purpose.
- Asset Management services where the source of the funds is not clear or not in keeping with apparent standing business activity

**Obligation of the Customer / Clients:**

- Always provide complete and correct details during account opening process like:
  - Address Proof
  - PAN
  - Identity Proof
  - Income Details
- Periodically update your:
  - Contact details
  - Financial details
  - Occupational details
- The transactions executed should be commensurate with the disclosed income details.
- Provide requested explanations/details for suspicious transactions.

**Ramifications / Consequences / Implications:**

- Money Launderer faces steep fines of double the amount of financial transaction, along with forfeiture of assets associated with laundered funds.
- Whoever commits the offence of money laundering shall be punishable with rigorous imprisonment for a minimum term of 3 years extendable to 7 or 10 years and shall also be liable to fine which may extend to 5.00 lacs rupees.
- Any kind of association with a criminal element can severely damage the reputation. It is in the best interests to keep names free of any criminal association.
- Protect reputation by being informed about anti-money laundering rules and regulations.
- If any body sees activity that may indicate money laundering, report it to the Director, FIU India, 6<sup>th</sup> Floor, Hotel Samrat, Chanakyapuri, New Delhi -110021.

**Disclaimer:** The Company (Tipsons Commodities Pvt. Ltd.) does not take any warranty (express or implied) or assumes any legal liability / responsibility for the accuracy, completeness or usefulness of any information mentioned herein above which is prepared based on available information and for the sole purpose of general guidance and create awareness amongst the clients.

I / We have read and understood the aforesaid AML literature and in token of acceptance of the same, do hereunto put our signature.

Date :.....

Place :.....

Client's Signature :



**REQUEST AND CONFIRMATION ABOUT RUNNING ACCOUNT  
[VOLUNTARY AND CAN BE REVOKED AT ANY TIME]**

To  
**Tipsons Commodities Pvt. Ltd.[Member MCX /NCDEX]**  
R.O. : 402,Sheraton house,opp.ketav petrol pump,Polytechnic road, ambawadi,Ahmedabad-380015.

Dear Sir,

With reference to above and notwithstanding anything contrary contained in the agreement between us, I / We hereby request you to maintain my/our account with you on a running account basis. This will facilitate me / us in all my/our transactions through you. I / We also request you to consider the balance in my/our account with you for the purpose of my /our margins and / or any other obligations with you on MCX and / or NCDEX.

In view of above, it would be proper for you to adjust my/our margins and / or any other obligations with you on MCX and / or NCDEX i.e. I / We agree for inter-exchange adjustment for my/our all obligations, of whatever nature or kind only for Commodities Exchanges.

Accordingly, I / We do hereby consent to move/ transfer any / all my accounts, ledger balance and/or pay-outs resulting on account of sale of commodities and/or pay-out to settlement/closing of contracts and/or margin refunds from MCX / NCDEX and adjust the same towards debit balance in any/all my/our accounts of MCX/NCDEX and I/We understand that this will save my/our banking charges and/or operational delays and cost towards transfer of funds. The same can be done by you either by passing journal voucher entry in your books of accounts and/or by physical exchange of cheque(s) / Demand Drafts/ pay-order or my such other permissible mode. In token of understanding, acceptance and confirmation of above, I/We have affixed my/our signature hereunto.

Yours faithfully,

Client's Name : .....Client's Code: .....

Client's Signature : 

To

**ALL Clients**

This is to inform you that we do sometimes in case of necessity modify the client codes entered while making trades on behalf of the clients. The necessity to do so occurs when by mistake wrong client code is entered into the system. We may also require to change / amend / Modify / Cancel the Order.

Kindly take the note of the same.

Thanking you

Yours Truly,

From, Tipson Commodities P. Ltd.

Considering above, I/we your client clearly instruct you not to insist me/us to provide you my/our order placement / modification/ cancellation details or slips in writing. Instead, you may rely upon my/our verbal orders in this regard.

Signed & Acknowledged by  
Client's Name : ..... Client's Code: .....

Client's Signature : 

**VOLUNTARY**

**(THIS DOCUMENT IS PURELY VOLUNTARY AND ALL / ANY PART THEREOF, CAN BE REVOKED AT ANY TIME AFTER EXECUTION)**

**CONSENT(s) FOR SMOOTH OPERATIONAL CONVENIENCE**

To,  
**Tipsons Commodities Pvt. Ltd. [member - MCX and /or NCDEX]**  
Ahmedabad

I / We.....registered with you as your client / constituents on MCX and/or NCDEX do hereby give our following consent and do request and authorize you as under:

**CONSENT FOR TRANSFER OF CREDITS & SETTLEMENT FOR INTRA/INTER SEGMENT / INTER EXCHANGE**

- (1) To move/transfer funds in any/all my/our accounts and/or pay-outs resulting on account of sale of commodities and / or payouts due to settlement / closing of contracts and/or margin refunds from MCX / NCDEX and adjust the same towards debit balance(s) in any/all my/our accounts with you. **NO ADJUSTMENTS** for any inter family/group Co./related accounts or for inter-se adjustments among Securities Exchange and Commodities Exchange would be done as it is not convenient for me/us to preserve the same.
- (2) I / We understand that this would save on banking charges and/or operational delays and cost towards transfer of funds between an account where I/We have credit balance to an account where I/We have debit balance.
- (3) You are authorized to do the transfer either by way of passing a journal entry in your books of accounts or by way of physical exchange of cheques.

**CONSENT FOR ACCEPTANCE/MODIFICATION/CANCELLATION OF ORDER:**

- (1) To accept my/our oral/verbal instructions to place / modify / cancel the orders and not to insist the same in writing from me/us
- (2) Not to give me / us any order confirmation / modification / cancellations slips or trade confirmations slips as generated by trading system or otherwise
- (3) I/we do hereby agree and confirm that the orders placed by me/us are solely for my/our benefits and I/we are not transacting with you for and on behalf of third party.

**CONSENT TO RECEIVE ELECTRONIC DOCUMENTS :-**

- (1) As agreed as per Separate voluntary ECN declaration I/We request you to kindly not issue physical contract notes to me/us.
- (2) Discrepancies, if any, in ECN shall be intimated to you in writing within 24 hours of such issuance of contract notes.
- (3) My / our non-verification and/or not accessing the contract notes on regular basis shall not be a reason for disputing the contract notes at anytime.
- (4) I/we will intimate you in writing about any change in my/our E-mail Account promptly.
- (5) I/We request you to send me/us account ledgers and other documents / notes etc. in electronic mode.

**CONSENT TO HAVE KNOWLEDGE ABOUT PROPRIETARY TRADING**


- (1) I/we do hereby agree and confirm that I/we are aware that you are doing proprietary trading as well as do trading on behalf of your clients.
- (2) However, In case, you are not doing proprietary trading presently, I/we do confirm that you may start the same in future date for which I/we do not require any further intimation.

The aforesaid consents shall be in-force until I/We revoke the same in writing.

I/we understand that the aforesaid consents are purely voluntary and have been given to you for smoother operations of my/our client account with you as our broker and then only I/we have put my/our signature only after proper understanding.

I/We have noted & understand about AML measures and such other details relevant to my/our account displayed on your website.

Client's Signature :

 \_\_\_\_\_

ClientCode : MCX: ..... NCDEX : .....

DP A/c No. (if any) MCX: ..... NCDEX : .....

\* in case of non-individual, please sign only after affixing rubber stamp.

To,  
The Branch Manager

From

.....  
.....

.....  
.....

**Re : Attestation of Signature By Banker**

Sir / Madam

I / We undersigned am / are holder(s) of SB / CA No. .... In the Name of  
..... at your Branch.

I / We request you to also confirm that this account has been in operation since.....  
kindly attest our signature/s appended below as per records.

Thanking you,

Your faithfully

**X**

Please affix your  
recent Passport  
size Photograph.

Specimen signature



Signature verified

(Signature of Branch Manager & Stamp)

Note : This document is mandatory in case the client signature on the mandatory proof  
Submitted differs from his / her present Signature.

**DECLARATION TO BE GIVEN BY PARTNERSHIP**

(To be obtained on pre-Printed letter head of the firm)

To,

**TIPSONS COMMODITIES PVT. LTD.**

AHMEDABAD.

Date : .....

Dear Sir,

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

We recognize that a beneficiary account can not be opened with Depository participant in the partnership firm as per  
regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the  
commodities transfer obligations. pursuant to the trading operations, we authorize you to recognize the beneficiary  
account in the name of the partners of the firm.

Demat A/c No.	Name of DP	A/c Holder Name

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

**X**

.....  
Signature

**X**

.....  
Signature

**X**

.....  
Signature

Instructions : Should be signed by all partners of the firm 41

**FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATE  
(To be obtained on pre-Printed letter head of the Company)**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF M/S.....  
 ..... LTD. AND HAVING ITS REGISTERED OFFICE AT.....  
 .....HELD ON.....DAY.....OF  
 .....20..... AT.....

Resolved that the company do agree with M/s. TIPSONS COMMODITIES PVT. LTD. Member of the Multy Commodity Exchange of India Ltd. (MCX), National Commodity & Derivatives Exchange Ltd. (NCDEX) and for the purpose of Trading A/c. opening and dealing in Commodity Futures segment and any other segment that may introduced by MCX/NCDEX In future and the said Trading Member be and is hereby authorized to honor instructions, oral or written, given on behalf of the company by any of the under noted authorized signatories :-

Sr. No.	Name	Designation
1.		
2.		
3.		




Who is / are authorized to sell, purchase, transfer, endorse, negotiate documents and/ or otherwise deal through TIPSONS COMMODITIES PVT. LTD. On behalf of the company.

RESOLVED FURTHERS THAT Mr.....And / or Mr. .... Director and / or Mr. .... Authorized Signatory of the Company be and are hereby authorized to Sign, authorize to execute and may be deemed necessary or expedite to open account and further to place order, receive/acknowledge contract notes/ledgers, receive/make payments and given effect to this resolution.

AND RESOLVED FURTHER THAT the common seal of the company be affixed, wherever necessary, in the presence of any Directors or of any one director and company secretary, who shall sign the same in token of the presence.

For .....Ltd.  
 Chairman / Company Secretary

(Signature to be verified by the Banker)  
 Specimen Signature of the Authorized Persons

Sr. No.	Name	Specimen Signatures
1.		X 
2.		X 
3.		X 

The above signature to be attested by the person signing the resolution for the account opening on behalf of the company.

**Electronic Contract Note [ECN] - VOLUNTARY DECLARATION**  
**[Client can revoke the same by giving 7 day's notice in writing]**

To,  
TIPSONS Commodities Pvt. Ltd. (MEMBER OF MCX, NCDEX)  
AHMEDABAD

Dear Sir,


I,.....a client with Member  
M/s. TIPSONS Commodities P. Ltd. of MCX & NCDEX, Exchange undertake as follows:

1. I am aware that the Member has to provide physical contract note in respect of all the trades placed by me unless I myself want the same in the electronic form.
2. I am aware that the Member has to provide electronic contract note for my convenience on my request only.
3. Though the Member is required to deliver physical contract note, I find that it is inconvenient for me to receive physical contract notes. Therefore, I am voluntarily requesting for delivery of electronic contract note pertaining to all the trades carried out / ordered by me.
4. I have access to a computer and am a regular internet user, having sufficient knowledge of handling the email operations.
5. My email id is..... This has been created by me and not by someone else.
6. I am aware that this declaration form should be in English or in any other Indian language known to me.
7. I am aware that non receipt of bounced mail notification by the member shall amount of delivery of the contract note at the above E-mail Id.

[The above declaration has been read and understood by me. I am aware of the risk involved in dispensing with the physical contract note, and do hereby take full responsibility for the same!]

**Mandatory Note to Client: please rewrite/reproduce the above lines marked in underlined in your own handwriting as per SEBI's Direction.**

.....  
.....  
.....  
Client Name : .....  
Unique Client Code : ..... PAN: .....  
Address : .....  
.....  
.....

Date : ..... Client's Signature :   
Place : .....  
Signature Verified by: ..... **For Tipsons Commodities Private Limited**  
Name : .....  
Date : ..... Authorised Signatory

**Instructions:**  
This declaration form has to be sent by the Member to the client on the email id provided by client while opening the trading account.  
The client shall, on receipt of this email, print the email as well as the declaration form.  
The hard copy of the declaration shall be filled up by the client and submitted to the Member along with a signed hard copy of the email. The Member shall acknowledge the receipt of the declaration from the client

**TIPSONS COMMODITIES PVT. LTD.  
CIN NO. U51909GJ2004PTC043556**

**Corporate Office / HO / Regd. Office: 402, Sheraton House, Opp. Ketav Petrol Pump, Polytechnic Road, Ambawadi, Ahmedabad – 380015. Phone no. 079 30611140/43/45, Fax: 079 30611137,  
Website: [www.tipsons.com](http://www.tipsons.com).**

**Designated E-mail ID for Investor Grievances:  
For Trading and Demat Account: [compliance@tipsons.com](mailto:compliance@tipsons.com)**