

# **SARAL ACCOUNT OPENING FORM**

No. \_\_\_\_\_

STEEL CITY SECURITIES LIMITED

## SPECIMEN SIGNATURES




Client ID 

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UCC Code. \_\_\_\_\_

NAME \_\_\_\_\_

Specimen Signature of mine/us of the person/s authorised by us are given below (Please sign in black ink)

Name/s of Account Holders	Signature(s)** OR Thumb Impressions (attested by Gazetted Officer)
First / Sole Holder	 1.
Second Holder	 2.
Third Holder	 3.

Tel. No. for Correspondence : \_\_\_\_\_ Fax Indemnity ☐ Yes ☐ No Standing Instructions for Credit ☐ Yes ☐ No

Note : In case of additional signatures separate annexures should be attached to the Application Form.

\*\*Signature in all languages mentioned in the Eighth Schedule of the constitution are accepted.

Please attach recent passport photograph in the space provided below :

First / Sole Holder	Second Holder	Third Holder
First / Sole Authorised Signatory	Second Authorised Signatory	Third Authorised Signatory
Name :	Name :	Name :

Name of stock broker/trading member/clearing member	<b>STEEL CITY SECURITIES LIMITED</b> (Henceforth referred to as (SCSL))	
SEBI Registration:	<b>NSE/BSE/MCX/NCDEX/NSDL/CDSL</b>	
Registered office address :	<b>"STEEL CITY HEIGHTS"</b> <b>#50-81-18,Main Road, Seethammapeta</b> <b>Visakhapatnam- 530016</b> Phone : 0891-6770222 Website : <a href="http://www.steelcitynettrade.com">www.steelcitynettrade.com</a>	
Compliance officer name : K Sudhakar	Phone no. : 0891-6770222	E-mail id : <a href="mailto:sudhakar.k@steelcitynettrade.com">sudhakar.k@steelcitynettrade.com</a>

For any grievance/dispute please contact STEEL CITY SECURITIES LIMITED. at the above address or email id- [complaints@steelcitynettrade.com](mailto:complaints@steelcitynettrade.com). and Phone no. 0891-6770222. In case not satisfied with the response, please contact the concerned exchange(s).

Exchange	Phone No.	Fax No.	Email address
National Stock Exchange	(022) 26598190	(022) 26598191	<a href="mailto:ignse@nse.co.in">ignse@nse.co.in</a>
Bombay Stock Exchange	(022) 22728097	(022) 22721919	<a href="mailto:is@bseindia.com">is@bseindia.com</a>
Central Depository Services Ltd.	(022) 22721261	(022) 22723199	<a href="mailto:helpdesk@cdslindia.com">helpdesk@cdslindia.com</a>

Branch Name	Terminal Id
<b>DP a/c applied with Steel City</b> 1. Acknowledgement no / Internal Ref. No.	Account Opening Date

**ACCOUNT OPENING KIT**  
**STEEL CITY SECURITIES LIMITED**

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# SARAL

## ACCOUNT OPENING FORM FOR RESIDENT INDIVIDUALS TRADING IN CASH SEGMENT

I KYC - Please fill this form in BLOCK LETTERS.

### PHOTOGRAPH

Please affix your recent passport size photograph and sign across it

#### A. IDENTITY DETAILS

1. Name of the Applicant: \_\_\_\_\_
2. Father's/ Spouse Name: \_\_\_\_\_
3. a. Gender: Male/ Female b. Marital status: Single/ Married c. Date of birth: (dd/mm/yyyy) \_\_\_\_\_
4. Nationality: \_\_\_\_\_
- 5a. PAN: \_\_\_\_\_ b. Aadhaar Number, if any: \_\_\_\_\_
6. Specify the proof of Identity submitted: \_\_\_\_\_

#### B. ADDRESS DETAILS

1. Residence/ Correspondence Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ City/Town/Village: \_\_\_\_\_  
Country: \_\_\_\_\_
2. Contact Details: Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email id: \_\_\_\_\_
3. Permanent Address (if different from above address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City/Town/Village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
4. Specify the proof of address submitted for residence/correspondence / permanent address: \_\_\_\_\_

#### DECLARATION

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

\_\_\_\_\_  
Signature of the Applicant Date: \_\_\_\_\_ (dd/mm/yyyy)

Originals verified and Self-Attested Document copies received (.....)

Name & Signature of the Authorised Signatory

Seal/Stamp of the intermediary

Date .....

**II OTHER DETAILS:****1. Bank account details:**

Bank Name	Branch address	Bank account no.	Account Type: Saving/Current/	MICR Number	IFSC code

**2. Demat account details: (In case the client does not have DP account, this column may be crossed)**

DP name	NSDLICDSL	Beneficiary name	DP ID	BO ID

**3. Whether DP account is also to be opened with the same intermediary (Yes/No)****4. Trading Preferences: Please sign the relevant boxes where you wish to trade.**

Exchange	Sign	Exchange	Sign
NSE		BSE	

**5. Mode of receiving Contract Note/ Statement of Account: Physical / Electronic (Please indicate your preference).....****6. Standing instructions to receive credits automatically into my BO account (Yes/No)****7. Nomination details (Name, PAN, Address and Phone no. of nominee); relationship with the nominee (If nominee is a minor, details of Guardian like name, address, phone no. and signature of Guardian may be obtained)\_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I have understood the contents of policy and procedures document, tariff sheet, 'Rights and Obligations' document and 'Risk Disclosure Document'. I do hereby agree to be bound by such provisions as outlined in these documents. I have also been informed that the standard set of documents has been displayed for information on stock broker's designated website.

\_\_\_\_\_  
Signature of the Applicant

Date: \_\_\_\_\_(dd/mm/yyyy)

.....  
**FOR OFFICE USE ONLY**

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

DP name	NSDLICDSL	Beneficiary name	DP ID	BO ID

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

I I We undertake that I/we have made the client aware of 'Policy and Procedures', tariff sheet. I/we have also made the client aware of 'Rights and Obligations' document (s), RDD and Guidance Note. I/we have given/sent him a copy of all the KYC documents. I/we undertake that any change in the 'Policy and Procedures', tariff sheet 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. If the client chooses to avail the demat facility from the same stock broker who is also a depository participant, the stock broker may use the same form and provide the details of the demat account opened for the said client to the client while providing a copy of the KYC documents

.....  
**Signature of the Authorised Signatory**

**Seal/Stamp of the stock broker**

**Date** .....

**NOTE:** This form is applicable for individual investors trading in the cash segment. If such investors wish to trade in segments other than cash segment and I or wish to avail facilities such as internet trading, running account, margin trading, Power of Attorney etc., they may furnish additional details required as per prescribed regulations to the concerned intermediary.



**Additional information to be obtained along with the SARAL Account Opening Form  
for Resident Individuals**

Date	D	D	M	M	Y	Y	Y	Y

To be filled by the Depository Participant)

Application No.		Date	D	D	M	M	Y	Y	Y	Y
DP Internal Reference No.										
DP ID									Client ID	

**Holders Details**

Sole / First Holder's Name		UID												
Second Holder's Name		PAN												
		UID												
Third Holder's Name		PAN												
		UID												

<b>Name *</b>	
<p>*In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned above.</p>	

<b>Status</b>	<b>Sub – Status</b>
<input type="checkbox"/> Individual	<input type="checkbox"/> Individual Resident

I / We would like to instruct the DP to accept all the pledge instructions in my /our account without any other further instruction from my/our end (If not marked, the default option would be 'No')		<input type="checkbox"/> Yes <input type="checkbox"/> No
Account Statement Requirement	<input type="checkbox"/> As per SEBI Regulation <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	
I / We request you to send Electronic Transaction-cum-Holding Statement at the email ID		<input type="checkbox"/> Yes <input type="checkbox"/> No
I / We would like to share the email ID with the RTA		<input type="checkbox"/> Yes <input type="checkbox"/> No
I / We would like to receive the Annual Report <input type="checkbox"/> Physical / <input type="checkbox"/> Electronic / <input type="checkbox"/> Both Physical and Electronic (Tick the applicable box. If not marked the default option would be in Physical)		

I/ We wish to receive dividend / interest directly in to <b>my</b> bank account as given in SARAL AOF through ECS (If not marked, the default option would be 'Yes') [ECS is mandatory for locations notified by SEBI from time to time ]	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

<b>Other Details</b> Gross Annual Income Details	<b>Income Range per annum:</b>																
	<input type="checkbox"/> Up to Rs.1,00,000 <input type="checkbox"/> Rs 1,00,000 to Rs 5,00,000 <input type="checkbox"/> Rs 5,00,000 to ` 10,00,000 <input type="checkbox"/> Rs 10,00,000 to Rs 25,00,000 <input type="checkbox"/> More than Rs 25,00,000																
	Net worth as on (Date)	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Rs <i>[Net worth should not be older than 1 year]</i>	D	D	M	M	Y	Y	Y	Y							
D	D	M	M	Y	Y	Y	Y										
Occupation	<input type="checkbox"/> Private / Public Sector <input type="checkbox"/> Govt. Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculture <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others (Specify) _____																
Please tick , if applicable:	<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to Politically Exposed Person (RPEP)																
Any other information:																	

<b>SMS Alert Facility</b> Refer to Terms & Conditions given as <b>Annexure - 2.4</b>	MOBILE NO. +91 _____ [(Mandatory , if you are giving Power of Attorney ( POA)] (if POA is not granted & you do not wish to avail of this facility, cancel this option).										
Transactions Using Secured Texting Facility ( <b>TRUST</b> ). Refer to Terms and Conditions <b>Annexure – 2.6</b>	I wish to avail the TRUST facility using the Mobile number registered for SMS Alert Facility. I have read and understood the Terms and Conditions prescribed by CDSL for the same. <input type="checkbox"/> Yes <input type="checkbox"/> No I/We wish to register the following clearing member IDs under my/our below mentioned BO ID registered for TRUST <table border="1"> <thead> <tr> <th>Stock Exchange Name/ID</th> <th>Clearing Member Name</th> <th>Clearing Member ID (Optional)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Stock Exchange Name/ID	Clearing Member Name	Clearing Member ID (Optional)						
Stock Exchange Name/ID	Clearing Member Name	Clearing Member ID (Optional)									
<b>Easi</b>	To register for <b>easi</b> , please visit our website <a href="http://www.cdsindia.com">www.cdsindia.com</a> . <b>Easi</b> allows a BO to view his ISIN balances, transactions and value of the portfolio online.										

#### Nomination Details

<b>Nomination Registration No.</b>	<b>Dated</b>
------------------------------------	--------------

I /We the sole holder / Joint holders / Guardian (in case of minor) hereby declare that:

**I/We do not wish to nominate any one for this demat account.**

I/We **nominate** the following person who is entitled to receive security balances lying in my/our account, particulars whereof are given below, in the event of my / our death.

Full Name of the Nominee																
Address																
City					State											
Country					PIN code											
Telephone No.					Fax No.											
PAN					UID											
E-mail ID																
Relationship with BO (If any)																
Date of birth (mandatory If nominee is a minor)		D		D		M		M		Y		Y		Y		Y

As the nominee is a minor as on date, to receive the securities in this account on behalf of the nominee in the event of the death of the Sole holder / all Joint holders, I/We appoint following person to act as **Guardian**:

Full name of Guardian of Nominee											
Address											
City					State						
Country					PIN						
Age					Fax No.						
Telephone No.											
E-mail ID											
Relationship of Guardian with Nominee											

This nomination shall supersede any prior nomination made by me / us and also any testamentary document executed by me / us.

Note: Two witnesses shall attest signature(s) / thumb impression(s)

Details of the Witness		
	<b>First Witness</b>	<b>Second Witness</b>
Name of witness		
Address of witness		
Signature of witness		

I / We have received and read the Rights and Obligations document and terms & conditions and agree to abide by and be bound by the same and by the Bye Laws as are in force from time to time. I / We declare that the particulars given by me/us above are true and to the best of my/our knowledge as on the date of making this application. I/We agree and undertake to intimate the DP any change(s) in the details / Particulars mentioned by me / us in this form. I/We further agree that any false / misleading information given by me / us or suppression of any material information will render my account liable for termination and suitable action.

	<b>First/Sole Holder or Guardian (in case of Minor)</b>	<b>Second Holder</b>	<b>Third Holder</b>
Name			
Signatures			

*(Signatures should be preferably in black ink).*

# **MANDATORY DOCUMENT**

## **RIGHTS AND OBLIGATIONS OF STOCK BROKERS, SUB-BROKERS AND CLIENTS as prescribed by SEBI and Stock Exchanges**

1. The client shall invest/trade in those securities/contracts/other instruments admitted to dealings on the Exchanges as defined in the Rules, Byelaws and Regulations of Exchanges/ Securities and Exchange Board of India (SEBI) and circulars/notices issued there under from time to time.
2. The stock broker, sub-broker and the client shall be bound by all the Rules, Byelaws and Regulations of the Exchange and circulars/notices issued there under and Rules and Regulations of SEBI and relevant notifications of Government authorities as may be in force from time to time.
3. The client shall satisfy itself of the capacity of the stock broker to deal in securities and/or deal in derivatives contracts and wishes to execute its orders through the stock broker and the client shall from time to time continue to satisfy itself of such capability of the stock broker before executing orders through the stock broker.
4. The stock broker shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided.
5. The stock broker shall take steps to make the client aware of the precise nature of the Stock broker's liability for business to be conducted, including any limitations, the liability and the capacity in which the stock broker acts.
6. The sub-broker shall provide necessary assistance and co-operate with the stock broker in all its dealings with the client(s).

### **CLIENT INFORMATION**

7. The client shall furnish all such details in full as are required by the stock broker in "Account Opening Form" with supporting details, made mandatory by stock exchanges/SEBI from time to time.
8. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the stock broker shall be non-mandatory, as per terms & conditions accepted by the client.
9. The client shall immediately notify the stock broker in writing if there is any change in the information in the 'account opening form' as provided at the time of account opening and thereafter; including the information on winding up petition/insolvency petition or any litigation which may have material bearing on his capacity. The client shall provide/update the financial information to the stock broker on a periodic basis.
10. The stock broker and sub-broker shall maintain all the details of the client as mentioned in the account opening form or any other information pertaining to the client, confidentially and that they shall not disclose the same to any person/authority except as required under any law/regulatory requirements. Provided however that the stock broker may so disclose information about his client to any person or authority with the express permission of the client.

### **MARGINS**

11. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stock broker or the Exchange or as may be directed by SEBI from time to time as applicable to the segment(s) in which the client trades. The stock broker is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange, Clearing House/Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
12. 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**

13. The client shall give any order for buy or sell of a security/derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the stock broker. The stock broker shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.
14. The stock broker shall inform the client and keep him apprised about trading/settlement cycles, delivery/payment schedules, any changes therein from time to time, and it shall be the responsibility in turn of the client to comply with such schedules/procedures of the relevant stock exchange where the trade is executed.

15. The stock broker shall ensure that the money/securities deposited by the client shall be kept in a separate account, distinct from his/its own account or account of any other client and shall not be used by the stock broker for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, Regulations, circulars, notices, guidelines of SEBI and/or Rules, Regulations, Bye-laws, circulars and notices of Exchange.
16. Where the Exchange(s) cancels trade(s) suo moto all such trades including the trade/s done on behalf of the client shall ipso facto stand cancelled, stock broker shall be entitled to cancel the respective contract(s) with client(s).
17. The transactions executed on the Exchange are subject to Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Regulations of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Regulations of the Exchanges and the circulars/notices issued thereunder.

#### **BROKERAGE**

18. The Client shall pay to the stock broker brokerage and statutory levies as are prevailing from time to time and as they apply to the Client's account, transactions and to the services that stock broker renders to the Client. The stock broker shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchanges and/or rules and regulations of SEBI.

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

19. Without prejudice to the stock broker's other rights (including the right to refer a matter to arbitration), the client understands that the stock broker shall be entitled to liquidate/close out all or any of the client's positions for non-payment of margins or other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations. Any and all losses and financial charges on account of such liquidation/closing-out shall be charged to and borne by the client.
20. In the event of death or insolvency of the client or his/its otherwise becoming incapable of receiving and paying for or delivering or transferring securities which the client has ordered to be bought or sold, stock broker may close out the transaction of the client and claim losses, if any, against the estate of the client. The client or his nominees, successors, heirs and assignee shall be entitled to any surplus which may result there from. The client shall note that transfer of funds/securities in favor of a Nominee shall be valid discharge by the stock broker against the legal heir.
21. The stock broker shall bring to the notice of the relevant Exchange the information about default in payment/delivery and related aspects by a client. In case where defaulting client is a corporate entity/partnership/proprietary firm or any other artificial legal entity, then the name(s) of Director(s)/Promoter(s)/Partner(s)/Proprietor as the case may be, shall also be communicated by the stock broker to the relevant Exchange(s).

#### **DISPUTE RESOLUTION**

22. The stock broker shall provide the client with the relevant contact details of the concerned Exchanges and SEBI.
23. The stock broker shall co-operate in redressing grievances of the client in respect of all transactions routed through it and in removing objections for bad delivery of shares, rectification of bad delivery, etc.
24. The client and the stock broker shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Regulations of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.
25. The stock broker shall ensure faster settlement of any arbitration proceedings arising out of the transactions entered into between him vis-à-vis the client and he shall be liable to implement the arbitration awards made in such proceedings.
26. The client/stock-broker understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/stock-broker shall be binding on the client/stock-broker in accordance with the letter authorizing the said representative to deal on behalf of the said client/stock-broker.

#### **TERMINATION OF RELATIONSHIP**

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

28. The stock broker, sub-broker and the client shall be entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.
29. In the event of demise/insolvency of the sub-broker or the cancellation of his/its registration with the Board or/withdrawal of recognition of the sub-broker by the stock exchange and/or termination of the agreement with the sub broker by the stock broker, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the stock broker and all clauses in the 'Rights and Obligations' document(s) governing the stock broker, sub-broker and client shall continue to be in force as it is, unless the client intimates to the stock broker his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

#### **ADDITIONAL RIGHTS AND OBLIGATIONS**

30. The stock broker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stock broker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.
33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stock broker shall send a complete 'Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stock broker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.

#### **ELECTRONIC CONTRACT NOTES (ECN)**

37. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
38. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.

39. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.
40. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/stock exchanges.
41. The stock broker shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
42. In addition to the e-mail communication of the ECNs to the client, the stock broker shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.

#### **LAW AND JURISDICTION**

43. In addition to the specific rights set out in this document, the stock broker, sub-broker and the client shall be entitled to exercise any other rights which the stock broker or the client may have under the Rules, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
44. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines and circulars/notices issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.
45. The stock broker 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 within the stock exchanges, if either party is not satisfied with the arbitration award.
46. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.
47. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
48. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.



**MANDATORY DOCUMENT**  
**RISK DISCLOSURE DOCUMENT FOR**  
**CAPITAL MARKET AND DERIVATIVES SEGMENTS**

This document contains important information on trading in Equities/Derivatives Segments of the stock exchanges. All prospective constituents should read this document before trading in Equities/Derivatives Segments of the Exchanges.

Stock exchanges/SEBI does neither singly or jointly and expressly nor impliedly guarantee nor make any representation concerning the completeness, the adequacy or accuracy of this disclosure document nor have Stock exchanges /SEBI endorsed or passed any merits of participating in the trading segments. This brief statement does not disclose all the risks and other significant aspects of trading.

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

You must know and appreciate that trading in Equity shares, derivatives contracts or other instruments traded on the Stock Exchange, which have varying element of risk, is generally not an appropriate avenue for someone of limited resources/limited investment and/or trading experience and low risk tolerance. You should therefore carefully consider whether such trading is suitable for you in the light of your financial condition. In case you trade on Stock exchanges and suffer adverse consequences or loss, you shall be solely responsible for the same and Stock exchanges/its Clearing Corporation and/or SEBI shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take a plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned stock broker. The constituent shall be solely responsible for the consequences and no contract can be rescinded on that account. You must acknowledge and accept that there can be no guarantee of profits or no exception from losses while executing orders for purchase and/or sale of a derivative contract being traded on Stock exchanges.

It must be clearly understood by you that your dealings on Stock exchanges through a stock broker shall be subject to your fulfilling certain formalities set out by the stock broker, which may inter alia include your filling the know your client form, reading the rights and obligations, do's and don'ts, etc., and are subject to the Rules, Byelaws and Regulations of relevant Stock exchanges, its Clearing Corporation, guidelines prescribed by SEBI and in force from time to time and Circulars as may be issued by Stock exchanges or its Clearing Corporation and in force from time to time.

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

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

**1. BASIC RISKS :**

**1.1 Risk of Higher Volatility :**

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

**1.2 Risk of Lower Liquidity :**

Liquidity refers to the ability of market participants to buy and/or sell securities/derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the numbers of orders available in a market, greater is the liquidity. Liquidity is important because with greater liquidity, it is easier for investors to buy and/or sell securities/derivatives contracts swiftly and with minimal price difference, and as a result, investors are more likely to pay or receive a competitive price for securities/derivatives contracts purchased or sold. There may be a risk of lower liquidity in



some securities/derivatives contracts as compared to active securities/derivatives contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be executed at all.

**1.2.1** Buying or selling securities/derivatives contracts as part of a day trading strategy may also result into losses, because in such a situation, securities/derivatives contracts may have to be sold/purchased at low/high prices, compared to the expected price levels, so as not to have any open position or obligation to deliver or receive a security/derivatives contract.

### **1.3 Risk of Wider Spreads :**

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

### **1.4 Risk-reducing orders :**

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

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

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

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

### **1.5 Risk of News Announcements :**

News announcements that may impact the price of stock / derivatives contract may occur during trading, and when combined with lower liquidity and higher volatility, may suddenly cause an unexpected positive or negative movement in the price of the security / contract.

### **1.6 Risk of Rumors :**

Rumors about companies / currencies at times float in the market through word of mouth, newspapers, websites or news agencies, etc. The investors should be wary of and should desist from acting on rumors.

### **1.7 System Risk :**

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

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

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

### **1.8 System/Network Congestion :**

Trading on exchanges is in electronic mode, based on satellite/leased line based communications, combination of technologies and computer systems to place and route orders. Thus, there exists a possibility of communication failure or system problems

or slow or delayed response from system or trading halt, or any such other problem/glitch whereby not being able to establish access to the trading system/network, which may be beyond control and may result in delay in processing or not processing buy or sell orders either in part or in full. You are cautioned to note that although these problems may be temporary in nature, but when you have outstanding open positions or unexecuted orders, these represent a risk because of your obligations to settle all executed transactions.

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

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

In the derivatives market, the amount of margin is small relative to the value of the derivatives contract so the transactions are ‘leveraged’ or ‘geared’. Derivatives trading, which is conducted with a relatively small amount of margin, provides the possibility of great profit or loss in comparison with the margin amount. But transactions in derivatives carry a high degree of risk.

You should therefore completely understand the following statements before actually trading in derivatives and also trade with caution while taking into account one's circumstances, financial resources, etc. If the prices move against you, you may lose a part of or whole margin amount in a relatively short period of time. Moreover, the loss may exceed the original margin amount.

A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.

B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.

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

D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.

E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

### **2.2 Currency specific risks :**

1. The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.

2. Under certain market conditions, you may find it difficult or impossible to liquidate a position. This can occur, for example when a currency is deregulated or fixed trading bands are widened.

3. Currency prices are highly volatile. Price movements for currencies are influenced by, among other things: changing supply-demand relationships; trade, fiscal, monetary, exchange control programs and policies of governments; foreign political and economic events and policies; changes in national and international interest rates and inflation; currency devaluation; and sentiment of the market place. None of these factors can be controlled by any individual advisor and no assurance can be given that an advisor's advice will result in profitable trades for a participating customer or that a customer will not incur losses from such events.

### **2.3 Risk of Option holders :**

1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short period of time. This risk reflects the nature of an option as a wasting asset which becomes worthless when it expires. An option holder who neither

sells his option in the secondary market nor exercises it prior to its expiration will necessarily lose his entire investment in the option. If the price of the underlying does not change in the anticipated direction before the option expires, to an extent sufficient to cover the cost of the option, the investor may lose all or a significant part of his investment in the option.

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

#### **2.4 Risks of Option Writers :**

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.

2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.

3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

#### **3. TRADING THROUGH WIRELESS TECHNOLOGY/ SMART ORDER ROUTING OR ANY OTHER TECHNOLOGY :**

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/ smart order routing or any other technology should be brought to the notice of the client by the stock broker.

#### **4. GENERAL**

**4.1** The term 'constituent' shall mean and include a client, a customer or an investor, who deals with a stock broker for the purpose of acquiring and/or selling of securities / derivatives contracts through the mechanism provided by the Exchanges.

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

**MANDATORY DOCUMENT**

**GUIDANCE NOTE - DO's AND DON'Ts FOR TRADING**  
**ON THE EXCHANGE(S) FOR INVESTORS**

**BEFORE YOU BEGIN TO TRADE**

1. Ensure that you deal with and through only SEBI registered intermediaries. You may check their SEBI registration certificate number from the list available on the Stock exchanges [www.exchange.com](http://www.exchange.com) and SEBI website [www.sebi.gov.in](http://www.sebi.gov.in).
2. Ensure that you fill the KYC form completely and strike off the blank fields in the KYC form.
3. Ensure that you have read all the mandatory documents viz. Rights and Obligations, Risk Disclosure Document, Policy and Procedure document of the stock broker.
4. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the stock broker. Note that the clauses as agreed between you and the stock broker cannot be changed without your consent.
5. Get a clear idea about all brokerage, commissions, fees and other charges levied by the broker on you for trading and the relevant provisions/ guidelines specified by SEBI/Stock exchanges.
6. Obtain a copy of all the documents executed by you from the stock broker free of charge.
7. In case you wish to execute Power of Attorney (POA) in favour of the Stock broker, authorizing it to operate your bank and demat account, please refer to the guidelines issued by SEBI/Exchanges in this regard.

**TRANSACTIONS AND SETTLEMENTS**

8. The stock broker may issue electronic contract notes (ECN) if specifically authorized by you in writing. You should provide your email id to the stock broker for the same. Don't opt for ECN if you are not familiar with computers.
9. Don't share your internet trading account's password with anyone.
10. Don't make any payment in cash to the stock broker.
11. Make the payments by account payee cheque in favour of the stock broker. Don't issue cheques in the name of sub-broker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/ demat account such money or securities deposited and from which bank/ demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
13. In case you have given specific authorization for maintaining running account, payout of funds or delivery of securities (as the case may be), may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain running account for you subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b) The actual settlement of funds and securities shall be done by the stock broker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stock broker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.
  - c) On the date of settlement, the stock broker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.

- d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.
14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

#### **IN CASE OF TERMINATION OF TRADING MEMBERSHIP**

16. In case, a stock broker surrenders his membership, is expelled from membership or declared a defaulter; Stock exchanges gives a public notice inviting claims relating to only the "transactions executed on the trading system" of Stock exchange, from the investors. Ensure that you lodge a claim with the relevant Stock exchanges within the stipulated period and with the supporting documents.
17. Familiarize yourself with the protection accorded to the money and/or securities you may deposit with your stock broker, particularly in the event of a default or the stock broker's insolvency or bankruptcy and the extent to which you may recover such money and/or securities may be governed by the Bye-laws and Regulations of the relevant Stock exchange where the trade was executed and the scheme of the Investors' Protection Fund in force from time to time.

#### **DISPUTES/ COMPLAINTS**

18. Please note that the details of the arbitration proceedings, penal action against the brokers and investor complaints against the stock brokers are displayed on the website of the relevant Stock exchange.
19. In case your issue/problem/grievance is not being sorted out by concerned stock broker/sub-broker then you may take up the matter with the concerned Stock exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.
20. Note that all the stock broker/sub-brokers have been mandated by SEBI to designate an e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints.

# MANDATORY DOCUMENT

## POLICIES & PROCEDURES

### A. Refusal of orders for penny stocks.

Order window for illiquid and Z category scrip are locked centrally so that no order can be punched without specific manual approval from the Centralized RMS (Risk Management System). Sale orders for such scrips are only allowed against 100% upfront delivered by the concerned clients. Buy orders are allowed only against deposit of upfront margin as specified by SCSL from time to time which shall not be less than Exchange specified margin.

### B. Setting up client's exposure limits

The exposure limit of a client is the function of margin given by the client in Exchange specified form. The correlation between the margin and limit will be defined by SCSL's assessment of market volatility/scrip volatility and the risk profiling of the client at that point of time.

### C. Applicable brokerage rate.

- i) STEEL CITY SECURITIES LIMITED. follows the policy of charging brokerage not more than the maximum permissible brokerage as per the rules and regulation of the exchange/ SEBI. Brokerage shall be charged as per the rates agreed upon with the client at the time of registration.
- ii) The client agrees to pay the member brokerage, commission, fees, service tax and the other taxes and transaction expenses as they exist from time to time and as they apply to the Client's Account and transactions and to the services that the Member renders to the client. The Client also agrees that the Member may deduct and appropriate any of the aforesaid amounts from any amount payable by the Member to the client.
- iii) Any change in the rate of brokerage will be intimated to the Client.

### D. Imposition of penalty/delayed payment charges

SCSL will recover, from the client, fines/penalties and charges resulting from the acts/deeds or transactions of the client. The prevailing rates of the same are given in the Tariff sheet. Any changes in the rate will be intimated to the client.

### E. The right to sell clients' securities or close clients' positions, without giving notice to the client, on account of non-payment of client's dues (This shall be limited to the extent of settlement/margin obligation).

SCSL shall be entitled to liquidate client's securities, both unpaid securities as well as collaterals deposited towards margins or close out client's open position, without giving notice to the client for non-payment of margins or other amounts including the pay-in obligation, outstanding debts etc and adjust the proceeds of such liquidation/close out, if any, against the clients liabilities/obligations. Any and all losses and financial charges on account of such liquidations/closing out shall be charges to and borne by the client.

### F. Shortages in obligations arising out of internal netting of trades, Inter Client Auction

In case, in any settlement, where both the purchase and sale position for any scrip are limited between two or more of our i.e. SCSL's clients only, such that the net position to the concerned Exchange in that settlement and for that scrip is 'NIL'; in such a situation if there is any short delivery then the resultant auction position will be inter client since both the legs i.e. the party delivering short and the corresponding purchaser are both SCSL's clients.

For prevailing method of determining the auction price, penalties in such situation are detailed in clause "C" of Tariff sheet. Any changes in the rate will be intimated to the client.

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

- a. SCSL may suspend the client account based on action taken by regulators or being part of list of debarred entities published by SEBI or is under investigation by any regulatory body or on notices received from statutory, Government or Local authorities and Income Tax, Service Tax, a judicial or a Quasi Judicial authority, or where the client is inactive





for more than 6 months or where it deems prudent by SCSL for any specific reasons with immediate effect and without prior notice.

- b. Without prejudice to the generality of the aforesaid, SCSL may suspend or terminate the Services without prior notice to the Client if the Client has breached any terms or conditions or if SCSL learns of the death, disability, bankruptcy or lack of legal capacity of the Client, or where in the perception of SCSL, the continuation of the Service could increase the risks to SCSL.

#### **H. Temporarily suspending or closing a client's account at the client's request.**

In addition to the termination clauses in Rights and Obligations and or Terms and Conditions, the client shall not be entitled to terminate so long as any amount is payable or securities are deliverable by the client to SCSL.

#### **I. Deregistering a Client.**

The stock broker and the client shall be entitled to deregister the client trading account 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 deregistering 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.

SCSL may also initiate action for deregistering a client on basis of information found in Watch out investors, world check or client having suspicious back ground, link with suspicious organization, etc.



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**Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**

**General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

**Beneficial Owner information**

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

**Fees/Charges/Tariff**

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

**Dematerialization**

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

**Separate Accounts**

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye- Laws/Operating Instructions/Business Rules of the Depositories.

**Transfer of Securities**

11. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.
13. The Stock Broker/ Stock broker and Depository Participant shall not directly /indirectly compel to the clients to execute Power of Attorney (PoA) or Demat debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

**Statement of account**

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



### **Manner of Closure of Demat account**

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.
19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

20. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
21. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

### **Liability of the Depository**

22. As per Section 16 of Depositories Act, 1996,
  1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
  2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

### **Freezing/ Defreezing of accounts**

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

### **Redressal of Investor grievance**

25. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

### **Authorized representative**

26. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

### **Law and Jurisdiction**

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

**Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**

**General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

**Beneficial Owner information**

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

**Fees/Charges/Tariff**

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

**Dematerialization**

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

**Separate Accounts**

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

**Transfer of Securities**

11. The DP shall effect transfer to and from the demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his demat account and the DP shall act according to such instructions.
13. The Stock Broker/ Stock broker and Depository Participant shall not directly /indirectly compel to the clients to execute Power of Attorney (PoA) or Demat debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

**Statement of account**

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

### **Manner of Closure of Demat account**

18. The DP shall have the right to close the demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their demat account should be transferred to another demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.
19. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

20. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
21. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

### **Liability of the Depository**

22. As per Section 16 of Depositories Act, 1996,
  1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
  2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

### **Freezing/ Defreezing of accounts**

23. The Beneficial Owner may exercise the right to freeze/defreeze his/her demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
24. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

### **Redressal of Investor grievance**

25. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

### **Authorized representative**

26. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

### **Law and Jurisdiction**

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

# MANDATORY DOCUMENT

## TARIFF SHEET (TRADING)

### A. BROKERAGE, COMMISSION, FEES AND STATUTORY CHARGES :

Segment	Intraday	Delivery
NSE CASH	_____ % of trade value Or Minimum Intraday brokerage per NSE scrip _____ Rupee	_____ % of trade value Or Minimum Delivery brokerage per NSE scrip _____ Rupee
BSE CASH	_____ % of trade value Or Minimum Intraday brokerage per BSE scrip _____ Rupee	_____ % of trade value Or Minimum Delivery brokerage per BSE scrip _____ Rupee

- ☐ Maximum ceiling of 2.5% in Intraday & Delivery in both segments of all Exchanges
- ☐ Other charges like Service Tax, STT, Transaction Charges, SEBI Charge, Stamp Duty etc. as applicable
- ☐

### B. Imposition of penalty/delayed payment charges

I. A Late Payment penalty will be levied at a certain percentage at the discretion of SCSL with maximum rate of @18% per annum on the amount defaulted from the date when the payment is due till the day when the payment is received either by squaring off the position or by selling of securities lying with SCSL or when the funds are actually paid by the client. For the purpose of ascertaining amount defaulted, any credit in fund margin a/c (only) will also be considered

22 Signature



## TARIFF SHEET (DEMAT)

SNO	Description	New Values *
1	Account Maintenance Charges For Individual other than Corporate A/c for 1st year	Rs.600 per annum
2	Account Maintenance Charges For Corporate A/c for 1st year	Rs.900 per annum
3	Account Maintenance Charges For Individual other than Corporate A/c for 2nd year onwards	Rs.150 per quarter
4	Account Maintenance Charges For Corporate A/c for 2nd year onwards	Rs.225 per quarter
5	Dematerialization Charges	Rs. 25 per certificate + Postage/Courier charges
6	Rematerialization Charges	Rs. 30 per certificate + Postage/Courier charges
7	DRF Rejection Submission Charges	Rs. 25 per certificate + Postage/Courier charges
8	Postage / Courier Charges	Rs.100 per DRF / RRF
9	Transaction Charges For Debits ONLY	
	(a) Scheme – I (for Delivery to SCSL CM Pool Account)	Rs.40 per Transaction ( Including Depository Charges Rs.3.5)
	(b) Scheme – II (for Delivery given to any other Account)	Rs.40 or 0.02% (whichever is higher) Per Transaction ( Including Depository Charges Rs.3.5)
10	Pledge for Creation	Rs.100 or 0.02% (whichever is higher) Per Transaction
11	Margin / CUSPA / MTF Pledge / Unpledge Charges	Rs.25
11	Additional Account Copy (SOT/SOH)	Rs.25 per Copy
12	DIS Book request by Courier / Post	Rs.50
13	DIS Book request by Hand	Rs.25
14	Modification in Client Master	Rs.50

- The Fee structure is subject to change in case of any revision of charges by NSDL/CDSL, any new statutory or other charges shall be introduced by STEEL CITY SECURITIES LIMITED. with atleast one month notice.
- All charges are inclusive of service tax.

### # BSDA Scheme :

Value of Holding (Amount )	Annual Maintenance Charges (Rs/-)
Upto-400000	NIL
400001-1000000	100 p.a.
1000001 and above	Charges are applicable to regular Demat Account

### Terms and Conditions :

Valuation of holding will be calculated at the end of every billing cycle (monthly).

The value of securities held in BSDA shall not exceed Rs. 10 lakhs at any point of time. If the value of holding exceeds Rs 10 Lakhs, the charges as applicable to regular Demat Account will be levied.

\* Clients who have registered their email id, would be issued electronic documents. In case of no email id, additional AMC would be charged, paper documents would be posted.




### Please tick any one Scheme and should be struck off the scheme not chosen (For Individual only)

**Individual (Regular)**

**Individual (BSDA)**

I/We have agreed to comply with all procedural formalities relating to any services provided under this scheme. I/We have read and understood the terms & conditions under the scheme.

### Signature of the A/c Holders :

-  : A \_\_\_\_\_
-  : B \_\_\_\_\_
-  : C \_\_\_\_\_



## **Terms And Conditions-cum-Registration / Modification Form for receiving SMS Alerts from CDSL**

### **Definitions :**

In these Terms and Conditions the terms shall have following meaning unless indicated otherwise :

1. "Depository" means Central Depository Services (India) Limited a company incorporated in India under the Companies Act 1956 and having its registered office at 17th Floor, P.J. Towers, Dalal Street, Fort, Mumbai 400001 and all its branch offices and includes its successors and assigns.
2. 'DP' means Depository Participant of CDSL. The term covers all types of DPs who are allowed to open demat accounts for investors.
3. 'BO' means an entity that has opened a demat account with the depository. The term covers all types of demat accounts, which can be opened with a depository as specified by the depository from time to time.
4. SMS means "Short Messaging Service"
5. "Alerts" means a customized SMS sent to the BO over the said mobile phone number.
6. "Service Provider" means a cellular service provider(s) with whom the depository has entered / will be entering into an arrangement for providing the SMS alerts to the BO.
7. "Service" means the service of providing SMS alerts to the BO on best effort basis as per these terms and conditions.

### **Availability :**

1. The service will be provided to the BO at his / her request and at the discretion of the depository. The service will be available to those accountholders who have provided their mobile numbers to the depository through their DP. The services may be discontinued for a specific period / indefinite period, with or without issuing any prior notice for the purpose of security reasons or system maintenance or for such other reasons as may be warranted. The depository may also discontinue the service at any time without giving prior notice for any reason whatsoever.
2. The service is currently available to the BOs who are residing in India.
3. The alerts will be provided to the BOs only if they remain within the range of the service provider's service area or within the range forming part of the roaming network of the service provider.
4. In case of joint accounts and non-individual accounts the service will be available, only to one mobile number i.e. to the mobile number as submitted at the time of registration / modification.
5. The BO is responsible for promptly intimating to the depository in the prescribed manner any change in mobile number, or loss of handset, on which the BO wants to receive the alerts from the depository. In case of change in mobile number not intimated to the depository, the SMS alerts will continue to be sent to the last registered mobile phone number. The BO agrees to indemnify the depository for any loss or damage suffered by it on account of SMS alerts sent on such mobile number.

### **Receiving Alerts :**

1. The depository shall send the alerts to the mobile phone number provided by the BO while registering for the service or to any such number replaced and informed by the BO from time to time. Upon such registration / change, the depository shall make every effort to update the change in mobile number within a reasonable period of time. The depository shall not be responsible for any event of delay or loss of message in this regard.
2. The BO acknowledges that the alerts will be received only if the mobile phone is in 'ON' and in a mode to receive the SMS. If the mobile phone is in 'Off' mode i.e. unable to receive the alerts then the BO may not get / get after delay any alerts sent during such period.
3. The BO also acknowledges that the readability, accuracy and timeliness of providing the service depend on many factors including the infrastructure, connectivity of the service provider. The depository shall not be responsible for any non-delivery, delayed delivery or distortion of the alert in any way whatsoever.
4. The BO further acknowledges that the service provided to him is an additional facility provided for his convenience and is susceptible to error, omission and/or inaccuracy. In case the BO observes any error in the information provided in the alert, the BO shall inform the depository and/or the DP immediately in writing and the depository will make best possible efforts to rectify the error as early as possible. The BO shall not hold the depository liable for any loss, damages, etc. that may be incurred/suffered by the BO on account of opting to avail SMS alerts facility.
5. The BO authorizes the depository to send any message such as promotional, greeting or any other message that the depository may consider appropriate, to the BO. The BO agrees to an ongoing confirmation for use of name, email address and mobile number for marketing offers between CDSL and any other entity.
6. **The BO agrees to inform the depository and DP in writing of any unauthorized debit to his BO account/ unauthorized transfer of securities from his BO account, immediately, which may come to his knowledge on receiving SMS alerts. The BO may send an email to CDSL at [complaints@cdslindia.com](mailto:complaints@cdslindia.com). The BO is advised not to inform the service provider about any such unauthorized debit to/transfer of securities from his BO account by sending a SMS back to the service provider as there is no reverse communication between the service provider and the depository.**
7. The information sent as an alert on the mobile phone number shall be deemed to have been received by the BO and the depository shall not be under any obligation to confirm the authenticity of the person(s) receiving the alert.
8. The depository will make best efforts to provide the service. The BO cannot hold the depository liable for non-availability of the service in any manner whatsoever.

9. If the BO finds that the information such as mobile number etc., has been changed with out proper authorization, the BO should immediately inform the DP in writing.

**Fees :**

Depository reserves the right to charge such fees from time to time as it deems fit for providing this service to the BO.

**Disclaimer :**

The depository shall make reasonable efforts to ensure that the BO's personal information is kept confidential. The depository does not warranty the confidentiality or security of the SMS alerts transmitted through a service provider. Further, the depository makes no warranty or representation of any kind in relation to the system and the network or their function or their performance or for any loss or damage whenever and howsoever suffered or incurred by the BO or by any person resulting from or in connection with availing of SMS alerts facility. The Depository gives no warranty with respect to the quality of the service provided by the service provider. The Depository will not be liable for any unauthorized use or access to the information and/ or SMS alert sent on the mobile phone number of the BO or for fraudulent, duplicate or erroneous use/ misuse of such information by any third person.

**Liability and Indemnity :**

The Depository shall not be liable for any breach of confidentiality by the service provider or by any third person due to unauthorized access to the information meant for the BO. In consideration of the depository providing the service, the BO agrees to indemnify and keep safe, harmless and indemnified the depository and its officials from any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever which a depository may at any time incur, sustain, suffer or be put to as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the service by the BO.

**Amendments :**

The depository may amend the terms and conditions at any time with or without giving any prior notice to the BOs. Any such amendments shall be binding on the BOs who are already registered as user of this service.

**Governing Law and Jurisdiction :**

Providing the Service as outlined above shall be governed by the laws of India and will be subject to the exclusive jurisdiction of the courts in Mumbai.

I/We wish to avail the SMS Alerts facility provided by the depository on my/our mobile number provided in the registration form subject to the terms and conditions mentioned below. **I/ We consent to CDSL providing to the service provider such information pertaining to account/transactions in my/our account as is necessary for the purposes of generating SMS Alerts by service provider, to be sent to the said mobile number.**

I/We have read and understood the terms and conditions mentioned above and agree to abide by them and any amendments thereto made by the depository from time to time. I/we further undertake to pay fee/charges as may be levied by the depository from time to time. I/We further understand that the SMS alerts would be sent for a maximum four ISINs at a time. If more than four debits take place, the BOs would be required to take up the matter with their DP.

I/We am/are aware that mere acceptance of the registration form does not imply in any way that the request has been accepted by the depository for providing the service.

I/We provide the following information for the purpose of **Registration / modification** (Please cancel out what is not applicable).

BOID

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

(Please write your 8 digit DP ID)

(Please write your 8 digit Client ID)

Sole/First Holder's Name : \_\_\_\_\_

Second Holder's Name : \_\_\_\_\_

Third Holder's Name : \_\_\_\_\_

Mobile Number on which messages are to be sent


+91																	
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Please write only the mobile number without prefixing country code or zero)

The mobile number is registered in the name of :

Email ID : \_\_\_\_\_

(Please write only ONE valid email ID on which communication; if any, is to be sent)

Signatures  : \_\_\_\_\_  
Sole/First Holder

 2 : \_\_\_\_\_  
Second Holder

 : \_\_\_\_\_  
Third Holder

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

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

# VOLUNTARY DOCUMENT

## TERMS & CONDITIONS

### Capital Market Segment

#### 1. Order Entry & Execution :

The order placed by the clients over the phone or orally from the office would be entered into the trading system and after due surveillance would be transmitted to concerned Exchange instantaneously within a few seconds. But some orders at the discretion of STEEL CITY SECURITIES LIMITED. (SCSL) may be subject to manual review and clearance which may cause delay in processing the order or rejection of the order. The client agrees that placing an order, including a market order does not guarantee execution of the order. It is understood by the client that with respect to market order, the order will be executed at a price which may be different from the price at which the security is traded when their order was entered into system. The clients are required to take confirmation of their order immediately or at least once a day either in person or over telephone which would be deemed to have the same effect as given in person.

The orders placed by the clients would be their own investment decisions and the clients will not hold SCSL or any of its employees or associates, liable for any losses incurred by them. This extends to any decisions made by the client on the basis of any information that may be made available on the website of SCSL.

However SCSL shall not be liable for failure of the system or for any loss, damage or other costs arising in any way out of :

- (a) Telecom network or system failures including failure of ancillary or associated systems which forms or does not form part of trading workstation installation, or fluctuation of power, or other environmental conditions: or
- (b) Act of god, fire, flood, war, act of violence, or any other similar occurrence: or
- (c) Any incidental, special or consequential damages including without limitation of loss or profit.

#### 1A. Cancellation or Modification of Orders

The execution or order cancellation or modification is not guaranteed. Cancellation of orders is possible only if the original order remains pending at the Exchange. Unless otherwise specified by SCSL, any order not executed at the end of the day shall stand cancelled.

#### 2. Sufficient Margin Maintenance for Placing Orders

The clients have to maintain sufficient margin before placing the order. The requirement of margin will be intimated by SCSL from time to time depending on the market condition, rules framed by the concerned Exchange or SEBI, and assessment of the client by SCSL. This information would be communicated to the client orally or over the phone or in writing and decision of SCSL would be final in this regard. The margin would vary from 0% to 100% of the open position of the client. Open position would mean all pending orders and transactions, both purchase and sale, of the client which are either unpaid or undelivered, respectively. However, the client would be responsible for all of their orders including any order which exceeds the limit available based on their available margin. The client should on a regular basis enquire about the margin requirement to ensure smooth transaction.

SCSL may require the client to immediately deposit funds or collateral into their account prior to any applicable settlement date in order to assure due performance of their open contractual commitments. If the client does not provide the additional collateral, the client hereby understands and acknowledges that SCSL has the right to sell any or all the securities and other properties available with it and can cancel any or all open orders and/or close any or all outstanding contracts to raise the required margin. The client will be liable to bear any loss arising out of the same.

Clients have to pay margin for the open position they may have at any point of time in the following manner :

- a. Margin in the form of money deposit. (Cash Margin)
- b. Margin in the form of specified securities to be calculated at a specified percentage of value of the securities depending on the scrip as specified by SCSL from time to time. All deliveries against margin are to be made by transferring the shares from the declared DP account of the client to the designated Beneficiary Account of SCSL.
- c. Margin in the form of FD (as specified by SCSL)





### 3. Payment from Client against Purchase of Securities :

Payment for purchase of security has to be made by account payee cheque /Demand Draft/RTGS/NEFT from the declared bank a/c of the client only favoring 'STEEL CITY SECURITIES LIMITED' by T+ 1st day but not later than the due date for paying of funds to the concerned Exchange and not to any employee or purported representative of SCSL. The client shall not make any payments to SCSL through any third party account or an account of any other client of SCSL. It is understood by the client that the date on which clear funds are available in the bank account of SCSL would be treated as the date of having received the payment although a receipt may be issued at an earlier date for the cheque given by the client. Therefore, the clients are required to give the cheque sufficiently in advance so that the amount is credited in SCSL account before the due date. SCSL would present the cheques in normal clearing and would not be responsible for any delay due to clearing in the banking system.

The client further undertakes that in case he fails to make payment of consideration to SCSL in respect of any one or more securities purchased by him before the pay-in date notified by the Exchange from time to time, SCSL can sell the securities at any time on the exchange as per the existing regulation in this respect prevalent at that point of time.

### 4. Delivery of Securities to Client Purchased By Them :

Securities purchased by the clients will be delivered to the DP account of the client (as specified in the registration form by the client) by SCSL only if all the money, on any account, due from the client till the date of delivery is realised in full. Part delivery of securities based on part payment will not be allowed. Any error in giving the details regarding default DP account will be clients responsibility and will not hold SCSL responsible for any loss due to transfer of shares into the account as mentioned above.

The instruction for delivery to client account will be issued within the time schedule specified by the concerned Exchange, prevalent at the time. If the delivery could not be made on the due date, due to nonpayment of dues from the client then the delivery will be made immediately after realization of dues in SCSL's Account. But, nonpayment of dues on due date may result in sale of such purchased securities at the cost and penalty of the client. In case the securities are unpaid on the pay-out date, same will be taken/transferred into the designated beneficiary account of SCSL to avoid SEBI pool penalty charges.

### 5. Delivery Of Securities From Clients Sold By Them: (i.e. Pay In of securities)

A. Dematerialised Shares : The client should instruct his Depository Participants, sufficiently in advance, to transfer shares into the pool account of SCSL preferably on the same day i.e. trading day itself or latest before 9 a.m. on the respective settlement day as specified by the exchange and shall not cause delivery of shares to SCSL through any third party account or an account of any client of SCSL. All deliveries against pay-in obligations have to be honoured by transferring the shares from the declared DP account of the client to the Pool Account of SCSL :

For NSE cash segment

- NSDL POOL - CMBP ID-IN 559193 (Client ID-10000074/ DP ID IN 302324)
- CDSL A/c - 1202230000000010

For NSE cash segment

- NSDL POOL - CMBP ID-IN 559193 (Client ID-10000074/ DP ID IN 302324)
- CDSL A/c - 1202230000000010

B. **Redelivery From Purchase of Earlier Settlement** : If a client has purchased some securities in an earlier settlement and has not taken delivery of the same/ the securities have remained undelivered to him/her and if he/she sells the same in the current settlement then the shares purchased in earlier settlements, the receipt of the same may be used to meet pay-in obligation for current settlement. The clients are cautioned that execution of a purchase order does not guarantee delivery of shares which may fail in case of short delivery from the concerned Exchange or the selling party. In all such cases clients are required to take a clear confirmation from SCSL about the delivery status of earlier purchase before proceeding with the sale of securities. SCSL will not be responsible for any losses if a short delivery takes place due to such short receipt in the earlier settlement.

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**C. Auction Of Securities :** If the client fails to make delivery of deliverable shares as per the pay- in schedule of Exchange then the securities will be auctioned as per the rules of the concerned Exchange or as per Inter Client Auction rules mentioned in Policies and Procedures and Tariff Sheet, whichever is applicable.

**6. Payment to Client against Sale of Securities : (i.e. Payout of Funds)**

Proceeds of the sale cannot be paid to client until securities have been delivered to the concerned Exchange Clearing House and payout of fund is received from the concerned Exchange. This precautionary measure is taken by SCSL to avoid inconvenience sometimes caused due to short delivery of shares. It is agreed by the client that he/she is aware of the different pay out dates of different types of settlement cycles followed by the concerned Exchange and payments would be released within the concerned Exchange specified time schedule, prevalent at the time.

The client agrees and authorizes SCSL to act at its discretion of merging balances kept under various accounts of different segments such as margin and settlement account of one exchange/segment to nullify the debit in any other account of the client of another exchange/segment held with SCSL without taking any further instructions from the client.

SCSL shall only make payment to client after adjusting the credit standing in his account in one stock exchange with, if any, debit standing in his account under another exchange.

**7A. Issue Of Digitally Signed Contract Notes in Electronic Mode :**

The client understands that contract notes will be deemed to have been delivered and acknowledged by the client when it is sent to the e-mail id as specified by the client in the contact details of the KYC. For this purpose record available in the electronic mode in back up of the approved software of the trading member will be deemed to be conclusive evidence of the dispatch and confirmation and no further proof will be required. Further, the contract notes in electronic mode would be made available in the member's website in a secured way, which can be viewed by clients by entering their respective password.

Further, the client understands that such contract notes being sent electronically will have "Digital Signature" the term having the meaning as given in

(i) [www.sebi.gov.in](http://www.sebi.gov.in) (ii) [www.nseindia.com](http://www.nseindia.com) and (iii) [www.bseindia.com](http://www.bseindia.com).

**7B.** 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, SCSL shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/Stock Exchanges and maintain the proof of delivery of such physical contract notes at the cost of client.

**8. Square Off Of Open Position :**

The client agrees that SCSL would have the discretion to square off the position of the client in the following circumstances :

- In case the open position is neither squared off nor converted to delivery by client within the stipulated time as SCSL may deem fair and fit.
- In case the Mark to Market loss on the open position has reached the stipulated percentage of the margin with it and the client has not taken any steps either to replenish the margin or reduce the Mark to Market loss as SCSL may deem fair and fit.
- In all other cases where the margin or security placed by the client falls short of the requirement or where the limit given to the client has been breached or the client has defaulted on his existing obligation.

Client agrees that although the auto square off trigger point is predefined subsequent to which SCSL could exercise its discretion to carry out the square off within a reasonable period of time, the actual execution could happen at a price different from the trigger point and the client agrees to bear the loss based on actual executed price.

**9. Reserve Bank of India Guidelines (RBI)**

The client is aware that as per the RBI guidelines Non Resident Indians (NRIs) and Persons of Indian Origin (PIOs) are allowed to invest in the secondary capital markets in India through the portfolio investment scheme (PIS). These investments are governed and monitored on daily basis by the Reserve Bank of India. On reaching the aggregate ceiling limit as fixed by RBI from time to time, the RBI advises all designated bank branches to stop purchases on behalf of their NRIs/PIOs clients. The client hereby agrees to keep abreast of the ceiling limits on investments as published by RBI and authorises SCSL to reverse the transaction immediately on his behalf if such transaction breaches the ceiling limit.

## 10. Severability :

In the event of any provisions of this Terms and Conditions, Rights and Obligations and any other agreement being held to be or becoming invalid, unenforceable or illegal for any reason, such invalidity, non-enforceability or illegality shall attach only to such provision or condition and this Terms and Conditions, Rights and Obligations and any other agreement shall remain otherwise in full force apart from the said provision, which will be deemed deleted. The validity of the remaining provisions and conditions shall not be affected thereby and this Terms and Conditions, Rights and Obligations and any other agreement shall be carried out as if any such invalid or unenforceable provision or condition was not contained herein.

## Derivatives Segment

### 11. Additional Terms & Conditions Governing Derivatives Segment

- i. In this segment, margin computation is done by the Exchange through an on line position monitoring and margining system called SPAN (Standard Portfolio Analysis of Risk).
- ii. Margin percentage may differ from stock to stock depending on the risk involved in the stock which depends upon liquidity and volatility of the respective stock besides the general market conditions. Margin percentage can even be changed during the life of the contract depending on the volatility in the market.
- iii. The client shall be required to pay an initial margin upfront on or before creating a position in any derivatives contract and further the client should provide additional margin money when called upon to do so as required in respect of position taken by him in this segment. SCSL has the right to reject orders if the required margin has not been deposited.
- iv. The client shall pay the daily mark to market loss for all my/our open position in index and individual stock futures contract and pay the final settlement loss on expiry of the index and individual stock futures contract/ index option contracts as the case may be as charged by NSCCL to SCSL by 9.00 a.m. next day.
- v. The client shall pay the daily premium payable for all his/her/its open positions in index and individual stock options contract as charged by NSCCL to SCSL before execution of the contracts.
- vi. The client shall pay the interim as well as final exercise settlement value for all my/our short position on individual stock options contract which has been assigned against him, as charged by NSCCL to SCSL by end of next day.
- vii. SCSL is authorised to retain with them the MTM profit, daily premium receivable, interim exercise settlement value receivable on Futures and options contracts and settle the same on monthly basis or on demand by the client after deducting dues, if any.
- viii. If the client is unable to meet, satisfy, discharge or fulfill any obligation or liability or commitment or any part thereof, then SCSL may at any time thereafter and without giving any notice to the client can close out any part or all of the Futures and options contracts held in his account with SCSL. Any or all such incidental expenses incurred by SCSL in this regards will be recovered from the client.

If the clients after fulfilling his margin requirement fails to meet his/her uncrystallised MTM loss either in part or full then the company will charge penalty at appropriate rates for meeting the uncrystallised MTM pay-in on behalf of the client to the Exchange.

- ix. If the client takes fresh position in any security that has entered the prohibited range (for MWPL violation i.e. Market wise position limit violation) and as a result of which any penalty is imposed on SCSL by the concerned exchange, then the same will be liable to be recovered from the client.

### 12A. Futures

- i) Futures trading involve daily settlement of all positions. Every day the open positions are marked to Market based on the closing level of the index and the individual stock prices. If the index or the individual stock prices have moved against the client, he will be required to deposit the amount of loss (notional) resulting from such movement within the stipulated time period.
- ii) In the futures Market following settlement obligations are to be full filled-
  - Brokerage- Any transaction entered into will attract brokerage which will be debited from the clients account at the end of the day



- Profit & Loss on end of day (EOD) MTM on open position
- Profit & Loss on squared off position
- Service tax on Brokerage, turnover Tax and Securities Transaction Tax

iii) All future obligations are settled by the exchange on T + 1 basis.

## 12B. Options

- The following settlement obligations are to be full filled in the options segment-
  - Brokerage—Any transaction entered into will attract brokerage which will be debited from the clients account at the end of the day
  - Premium payable
  - or receivable
  - Profit on Exercise
  - Loss on assignment
  - Service tax on Brokerage, turnover Tax and Securities Transaction Tax
- For options contract in case a client has a sell position, the contract may be assigned to him i.e. the underlying will have to be bought in case of PUT and sold in case of Call. However since options are currently cash settled, the client would have to pay or receive the money.
- The Assignment process is initiated and completely decided by the exchange on a random basis. Hence it is not necessary that the assignment will take place even if the position is in-the-money.

## 13. Additional Conditions In Relation To Electronic Orders :

- The Client confirms that from time to time he would continue to read and understand the Exchange Provisions and the terms and conditions in relation to electronic orders to be placed through SCSL's Web Site.
- The Client will be entitled to a User Name, Password or other identification or security code (by whatever name called) which will enable him to access SCSL's System or Service through SCSL's Web Site for availing of the Service.
- The Client is aware that SCSL's System itself randomly generates the Initial Password, encrypts and passes on the Password to the Client, and that SCSL is not aware of the same. The Client agrees and undertakes to immediately change his Initial Password upon receipt thereof. The Client is aware that subsequent Passwords also are not known or available to SCSL.
- The Client shall log off from the [www.steelcitynettrade.com](http://www.steelcitynettrade.com) Service at any time the Client is not accessing or using the **www.steelcitynettrade.com** Service and any liability incurred to the Client as a consequence of the Client not logging off the Service shall be borne solely by the Client.
- The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through SCSL's System using the Client's Username, and Password whether or not such person was authorised to do so.
- If the Client is unable to change his Password by reason of his having forgotten his Password or his Password having been unauthorisedly changed by some other person or for any other reason then the Client shall immediately request SCSL in writing to discontinue his old Password. SCSL's System shall generate a new Password for the Client which shall be communicated to the Client.
- At no point in time shall SCSL be liable for any loss, whether notional or actual, that may be suffered by the Client on account of the misuse of the Password and the Client shall be liable and responsible for the same.
- SCSL shall not be deemed to have received an order unless and until it has actually received the order in the order-receiving module of SCSL's System. The Client shall not be entitled to presume that any order transmitted by the Client has been received by SCSL until SCSL has confirmed receipt of such order. However, due to technical or other factors, an order which has been received by SCSL may not be immediately confirmed to the Client.

## 14. Prohibitory Clause

SCSL should not be held responsible for any incorrect information supplied by the client during the time of registration. The client is thus requested to take adequate care in providing correct details under all heads viz. bank account details,



e-mail address etc. in the registration form. Any subsequent change in the information provided by the client should be intimated to SCSL by the client through written submission only.

SCSL does not operate through any sub broker or franchise anywhere in India. If the client comes across any entity representing itself as a sub-broker of SCSL, he shall immediately bring this fact to the notice of the COMPLIANCE OFFICER of the company. Any contract, if any entered into by the client with any such entity shall be treated as NULL AND VOID by the company.

#### **15. Dormant/Inactive Client Account :-**

Any client who has not traded in any segment of BSE or NSE for last six months calculated from the beginning of every financial year or such other period as may be decided by the SCSL at its sole and absolute discretion then such client would be termed as a Dormant/Inactive Client.

The trading account of such clients shall be deactivated/ suspended temporarily by SCSL. If the client wants to activate the account, a request for reactivation should be sent in writing to SCSL. Such request for reactivation should be accompanied with such documentary evidence as may be specified by SCSL from time to time in the light of prevalent KYC norms at the time of reactivation given by the Regulators and as well as tele-call to client to confirm the genuineness before activation under the same UCC.

The above policies and procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute or claim between Client and SCSL before any regulator or arbitrator or court of law.

#### **16. NEW LISTING**

As per the Risk Management Policy of SCSL the buy orders are allowed only against upfront deposit of 100% fund margin for newly listed scrip and sale orders are allowed only against 100% upfront delivery of such scrip ,on the day of the new listing and till the margin requirement is relaxed by SCSL.

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# VOLUNTARY DOCUMENT

To  
**STEEL CITY SECURITIES LIMITED.**  
**"STEEL CITY HEIGHTS"**  
**#50-81-18, Main Road, Seethammapeta**  
**Visakhapatnam- 530016**

## Sub : Consent Letter for Digital Communication through email

Sir/Madam,

I/We am/are agreeable to receive digitally signed Contract note, bills, and financial and stock ledger and transaction statements for both Trading & Demat Account. In this regard I/We give the following details and accept the revised provisions relating to issue of digitally signed contract notes as may be issued by SEBI or the concerned exchange from time to time and pursuant to the amendments in Clause 3 of the agreement (Annexure C to the Bye Laws of CDSL.)

<b>Client Name</b>	
<b>PAN</b>	
<b>E-mail id</b>	
<b>Alternative email id</b>	
<b>Own email id</b> <b>Y</b> <b>N</b>	<b>If No, Please specify relation with email id holder</b> _____

I/we further confirm and agree that :

1. STEEL CITY SECURITIES LIMITED.(SCSL) will provide contract note, financial & stock ledger and transaction statements, bills or other Statement(s), related notices, circulars, amendments and such other correspondence, documents and records which may be sent from time to time electronically in lieu of the physical mode for my convenience and on my request only.
2. Though the Member is required to deliver physical contract note, financial & stock ledger and transaction statements, bills or other Statement(s), I find that it is inconvenient for me to preserve the same in physical mode. Therefore, I am voluntarily requesting for delivery of contract note, financial & stock ledger and transaction statements, bills or other Statement(s) electronically pertaining to all the transactions carried out/ordered by me.
3. I have access to a computer and am a regular internet user, having sufficient knowledge of handling the email operations.
4. I/We hereby confirm that email Id mentioned above has been opened by me personally without any assistance from any employee, representative or any person connected with SCSL in any manner.
5. Password or my email id has been kept confidential and has not been shared with any one intentionally or unintentionally. I understand that sharing of password will result in compromising security of my trading account details with SCSL.
6. We shall take all necessary steps to ensure confidentiality and the secrecy of the login and password of the above mentioned e-mail account within me. SCSL shall not be liable to or responsible for any breach of secrecy. I/We will be solely responsible for the security of the information provided on my/ our aforesaid e-mail id.
7. E-mails sent to the above mentioned e-mail account, shall be deemed to be duly delivered to me/us.
8. In the event any e-mail sent by SCSL is undelivered due to insufficient space in my/our inbox of email or in the event any network problem occurs, SCSL shall in no way be responsible for the same.
9. SCSL shall not take cognizance of out-of -office/ out of station auto replies and I/We shall be deemed to have received such electronic mails as the email can be accessed from anywhere.
10. Such Statements/ information shall be deemed to have been delivered on the day when the e-mail is sent by SCSL.
11. SCSL shall not be liable or responsible for any Statement received from frauds or impostors or any consequences thereof. I will inform / check with SCSL about the verification of such fraud mail immediately on receipt of such mail.
12. SCSL shall not be liable for any problem, which arises because of my/our computer in receiving any Statement.
13. I/We undertake to check the Statement and bring the discrepancies to your notice within the time period as specified by the SCSL. My/Our non-verification or not accessing the Statement on regular basis shall not be a reason for disputing the same at any time.
14. I hereby declare and confirm that any change in the email id shall be communicated by me through a physical letter to SCSL.

**[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]**

**(The above lines must be reproduced in own handwriting of the client in the box given below before putting his Signature.)**

Yours Sincerely,



Signature of client

Date :

Place :



Joint Holder Signature  
(if applicable)



Joint Holder Signature  
(if applicable)

(Signature by the person authorized to take documents or any Power of Attorney holder is not valid)

## VOLUNTARY DOCUMENT

To  
**STEEL CITY SECURITIES LIMITED.**  
**"STEEL CITY HEIGHTS"**  
**#50-81-18, Main Road, Seethammapeta**  
**Visakhapatnam- 530016**

### Sub : Consent Letter for Mobile Number Updation

Dear Sir/Madam,

I/We hereby declare my/our Mobile Number as mentioned below and I/We authorize **STEEL CITY SECURITIES LIMITED. (SCSL)** that the same may be used for giving me/us any information / alert / sms / call / transaction / confirmations.

<b>Client Name</b>	
<b>PAN</b>	
<b>Mobile Number</b>	
<b>Own Mobile No.</b>	<b>Y</b> <b>N</b> <b>If No, Please specify relation with Mobile holder</b> _____

I/we further confirm and agree that :

1. In the event any SMS sent by SCSL remains undelivered due to insufficient space in my/our Mobile Phone or in the event any network problem, SCSL shall in no way be responsible for the same.
2. SCSL shall not take cognizance of out-of -office/ out of station auto replies and I/We shall be deemed to have received such SMS.
3. Such Statements/ information shall be deemed to have been delivered on the day when the SMS are sent by SCSL.
4. SCSL shall not be liable or responsible for any information received from frauds or impostors or any consequences thereof.
5. SCSL shall not be liable for any problem, which arises because of my/our Mobile network in receiving any Statement.
6. I/We undertake to check the SMS and bring the discrepancies to your notice within the time period as specified by the SCSL. My/Our non-verification or not accessing the SMS on regular basis shall not be a reason for disputing the same at any time.
7. Any change in number due to surrender of number or loss of mobile or any other reason, shall be immediately brought to the notice of SCSL.
8. At the survival of the above clause, the new number so changed must be intimated to SCSL in the prescribed format with immediate effect to keep the process of communication alive.
9. If I do not receive any communication in the form of SMS for the trade done by me, then I promise to bring to the notice of SCSL without prejudice. SCSL may review my trading account if the message remains undelivered continuously due to security reason.

**[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]**

(The above lines must be reproduced in own handwriting of the client.)

Yours sincerely,



Signature of client

Date :

Place :

(Signature by the person authorized to take documents or any Power of Attorney holder is not valid)

# VOLUNTARY DOCUMENT

## PMLA DECLARATION

I/We further declare that the Policy on Prevention of Anti Money Laundering Act. (PMLA) 2002, has been duly explained to me/us by the Trading Member and Depository Participant which is also available at <http://fiuindia.gov.in/pmla2002.htm> and I/We have understood the contents there in. I/We further declare and confirm that I/We do/does not have any connection to any of the categories as mentioned below :

- 1) any Current/Former Head of state, Current or former Senior High profile politicians and connected persons (immediately family, close advisors and companies in which such individuals have interest or significant influence);
- 2) any connection with any entity or group whose existence is deemed illegal as per the law of the land;
- 3) any connection with any entity or group who has been found guilty as per the provisions of the laws of the land;
- 4) any connection with any Politically Exposed Person (PEP) of foreign origin or his/her family member;
- 5) any connection with any Charities, NGOs and organizations receiving donations;
- 6) any connection with any Current/Former Head of state, Current or Former Senior High profile politicians and connected persons (immediately family, close advisors and companies in which such individuals have interest or significant influence);
- 7) any connection with any Countries reputed to be any of the following-Havens/sponsors of international terrorism, offshore financial centers, tax havens, Countries where fraud is highly prevalent;
- 8) any connection with any high risk countries where existence/effectiveness of money laundering control is suspect, where there is unusual banking secrecy;
- 9) any connection with any Companies having close family shareholdings or beneficial ownership.

OR


I/We hereby declare that I/We fall under Clients of Special Category as defined in Prevention of Money Laundering Act 2002 ( choose the relevant Category as under) ☐ Non Resident Client ☐ High Net-worth Clients ☐ Trust, Charities, Non-Governmental Organisations (NGOs) and organizations receiving donations ☐ Companies having close family shareholdings or beneficial ownership ☐ Politically Exposed Persons ☐ Companies Offering foreign exchange offerings ☐ Clients in high risk countries where existence/ effectiveness of money laundering controls is suspect ☐ Non face to face clients ☐ Clients with dubious reputation as per public information available etc.


## OTHER DECLARATION

I/We have been investing in Stock Market,	<input type="checkbox"/> No experience <input type="checkbox"/> Less than 3 years <input type="checkbox"/> Between 3 and 7 years <input type="checkbox"/> More than 7 years
Normally, I/ We invest in Stock Market,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% and 25% <input type="checkbox"/> Between >25% and 50% <input type="checkbox"/> Over 50% of my/ our monthly savings / income.
I/ We hereby declare that, I/ We can take loss,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 20% <input type="checkbox"/> Between >20% to 30% <input type="checkbox"/> More than 30% of my/our investment in Stock Market.
I/We hereby declare that, return expectation from the investment in any market condition is,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 20% <input type="checkbox"/> Between >20% to 30% <input type="checkbox"/> More than 30%
I/We intend to invest in Stock Market <input type="checkbox"/> without any borrowed fund / <input type="checkbox"/> with borrowed fund and which is,	<input type="checkbox"/> Less than 10% <input type="checkbox"/> Between >10% to 30% <input type="checkbox"/> Between >30% to 50% <input type="checkbox"/> More than 50% of my/ our monthly income.

 \_\_\_\_\_  
**SIGNATURE OF THE CLIENT**

Date :  
 Place :

 \_\_\_\_\_  
 Signature of Second Holder  
 (if applicable)

 \_\_\_\_\_  
 Signature of Third Holder  
 (if applicable)

For Office Use Only	Risk Category :	Very High	High	Medium	Low



## **BSE StAR MF Client Registration Form**

To  
Steel City Securities Limited  
"STEEL CITY HEIGHTS"  
#50-81-18, Main Road, Seethammampeta  
Visakhapatnam- 530016

Sir,

Sub : BSE StAR MF

I/We \_\_\_\_\_ am/are registered as your client with Client Code No. \_\_\_\_\_ and have executed the Trading Member and Client Agreement for the purpose of trading in the Equity Segment of Bombay Stock Exchange Ltd. (Exchange).

I/We am/are interested in availing the trading facility of the Exchange for the purpose of dealing in the units of Mutual Funds Schemes permitted to be dealt with on the BSE StAR MF.

For the purpose of availing this facility, I/we state that Know Your Client details as submitted by me/us for the stock broking may be considered for the purpose of BSE StAR MF and I/we further confirm that the details contained in same remain unchanged as on date.

I/We are willing to abide by the terms and conditions as mentioned in the Circular dated December 2, 2009 and such other Notices/Circulars as may be specified by the Exchange/ICCL from time to time in this regard.

I/We shall ensure also compliance with the requirements as may be specified from time to time by Securities and Exchange Board of India and Association of Mutual Funds of India (AMFI).

I/We shall read and understand the contents of the Scheme Information Document and Key Information Memorandum, addenda issued regarding each Mutual Fund Schemes with respect to which I/we choose to subscribe/redeem. I/We further agree to abide by the terms and conditions, rules and regulations of the Mutual Fund Schemes.

I/we therefore request you to register me/us as your client for participating in BSE StAR MF.

Thanking you,

Yours faithfully,



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### **Details of terms & conditions for the Investor / Client for using BSE StAR MF platform**

1. Pre-requisites for becoming Investor / Client for the BSE STAR MF platform
  - 1.1. The client who is desirous of investing in units of mutual fund schemes through the BSE STAR MF.
  - 1.2. The Client intends to execute his instruction for the subscription/redemption of units of Mutual Fund Schemes through the broker who is a Mutual fund Intermediary (MFI) of the BSE STAR MF platform.
  - 1.3. The client has satisfied itself of the capacity of the MFI to deal in Mutual Fund units and wishes to execute its instruction through the MFI and the client shall from time to time continue to satisfy itself of such capability of the MFI before executing transacting through the MFI.
  - 1.4. The Client has approached to the MFI with the application for availing the BSE STAR MF platform.
  - 1.5. The client has submitted relevant KYC (Know Your Client) details to the MFIs
2. Terms and Conditions
  - 2.1. The client shall be bound by circulars issued by BSE/ICCL and the Rules, Regulations and Notices/circulars issued there under by SEBI and relevant notifications of Government authorities as may be in force from time to time.
  - 2.2. The client shall notify the MFI in writing if there is any change in the information in the 'client registration form' provided by the client to the MFI at the time of registering as a client for participating in the BSE STAR MF platform or at any time thereafter.
  - 2.3. The client shall submit to the MFI a completed application form in the manner prescribed format for the purpose of placing a subscription/redemption order with the MFI, where necessary.
  - 2.4. The client has read and understood the risks involved in investing in Mutual Fund Schemes.
  - 2.5. The client shall be wholly responsible for all his investment decisions and instruction.
  - 2.6. The client shall ensure continuous compliance with the requirements of the BSE, ICCL, SEBI and AMFI.
  - 2.7. The Client shall pay to the MFI fees 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 MFI renders to the Client.
  - 2.8. The client will furnish information to the MFI in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
  - 2.9. In the event of non-performance of the obligation by the MFI, the client is not entitled to claim any compensation either from the Investor Protection Fund or from any fund of BSE or its Clearing Corporation - Indian Clearing Corporation Ltd. (ICCL).
  - 2.10. In case of any dispute between the MFIs and the investors arising out of the BSE STAR MF platform, BSE and / or ICCL agrees to extend the necessary support for the speedy redressal of the disputes.



To  
**STEEL CITY SECURITIES LIMITED.**  
**"STEEL CITY HEIGHTS"**  
#50-81-18, Main Road, Seethammapeta  
Visakhapatnam- 530016

**Sub : Acknowledgement for the receipt of Documents.**

Sir/Madam,

This is to acknowledge the receipt of a copy of following documents.

S. No.	Name of the Document	Brief Significance of the Document
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**MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI, EXCHANGES & DEPOSITORY**

1	Account Opening Form	A. KYC form - Document captures the basic information about the constituent ;
		B. Document captures the additional information about the constituent relevant to trading and Demat Account, Nomination Form ;
2	Rights & Obligations for DP	Rights and Obligations for Beneficial Owner and Depository Participant.
3	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges
4	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.
5	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.
6	Policies and Procedures	Document describing significant policies and procedures of SCSL.
7	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s) and for Demat.

**VOLUNTARY DOCUMENTS AS PROVIDED BY SCSL**


8	SMS Alert Facility-CDSL	Terms & Conditions-Cum-Registration-SMS Alert from CDSL
9	Terms & Conditions	Terms & Conditions governing transactions between SCSL & Client
10	Consent letter for Digital Communication	Digital Communication between SCSL & Client/BO
11	Mobile Number updation letter	Client Consent for communication through Mobile
12	<b>PMLA Declaration</b>	<b>Client Profile</b>
13	<b>MFSS Document</b>	<b>Application for Activation in Mutual Fund</b>


This has reference to my/our Demat/Trading Account with you. In this connection I/We further confirm the I/We have read and understood the contents of the above mentioned documents.

Client Name :

Client Code :

Client PAN :

Signatures :  \_\_\_\_\_  
Sole/First Holder

 \_\_\_\_\_  
Second Holder

 \_\_\_\_\_  
Third Holder

## **Declaration for availing of Basic Services Demat Account (BSDA) Facility**

To,  
**STEEL CITY SECURITIES LIMITED.**  
**"STEEL CITY HEIGHTS"**  
**#50-81-18, Main Road, Seethammapeta**  
**Visakhapatnam- 530016**

**Date :**

D	D	M	M	Y	Y	Y	Y
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Dear Sir/Madam,

I/We wish to avail the BSDA facility for the new account for which we have submitted my/our account opening form.

I/We wish to avail the BSDA facility for my/our below mentioned demat account number.

<b>DP ID</b>									<b>Client ID</b>								
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	<b>Name</b>	<b>PAN</b>									
Sole/First Holder											
Second Holder											
Third Holder											

I/We have read and understood the regularoty (SEBI) guidelines for opening a Basic Services Demat Account and undertake to comply with the aforesaid guidelines from time to time. I/We also undertake to comply with the guidelines issued by any such authority for BSDA facility from time to time. I/We also agree in case our demat account opened under BSDA facility does not meet the eligibility for BSDA facility as per guideline that issued by SEBI or any such authority at any point of time, my/our BSDA account will be converted to regular demat account without further reference to me/us and will be levied charges as applicable to regular accounts as informed by the DP.

I, the first/sole holder also hereby declare that I do not have/propose to have any other demat account across depositories as a first/sole holder.

	<b>Signature</b>
Sole/First Holder	
Second Holder	
Third Holder	

*P. T. O.*

Date :

To  
The Manager,  
STEEL CITY SECURITIES  
"STEEL CITY HEIGHTS"  
#50-81-18, Main Road,  
Seethammapeta  
Visakhapatnam- 530016

Sir,

**Re : Authority to Adjust Demat Account Operation Charges with Settlement Balance**

Client ID	
Trading Account Code	

Dear Sir,

1. I/We am/are having beneficiary account with STEEL CITY SECURITIES LIMITED. (DP) with client id as mentioned above.
2. Further I/We have a trading account with STEEL CITY SECURITIES LIMITED. (Trading code as mentioned above) for Investment and trading purpose.
3. For my convenience I hereby authorise you to adjust the charges relating to my demat A/c with my trading account (Settlement Account) (UCC) \_\_\_\_\_ maintained with STEEL CITY SECURITIES LIMITED. to facilitate consolidated payment by me.

Any such debit to my/our account shall be binding on me/us.

Thanking you,

Yours Faithfully,

(Signature of the Client) \_\_\_\_\_

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

Address \_\_\_\_\_

To  
**STEEL CITY SECURITIES LIMITED.**  
**"STEEL CITY HEIGHTS"**  
**#50-81-18,Main Road, Seethammapeta**  
**Visakhapatnam- 530016**

Date :

**Sub. : Consent for sending documents through post or courier**

Dear Sir/Madam,

With reference to my/our trading account, I/We have opted to receive my contract note by email or to collect the contract note from your branch on my own.

In case, the contract note has to be sent to me/us by post/courier at any time, due to any reason then I/We authorize you to charge the extra postal/courier expenses to my account.

Client Name

PAN

Client Signature



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