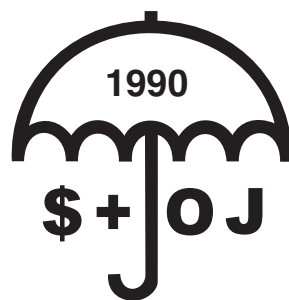


NAME

Unique Client Code

# Client Registration Documents



For Safety &  
Prosperity,  
Invest/Insure  
thru OJ

**O. J. Commodities Brokers Pvt. Ltd.**

Member : NCDEX, MCX

Group Concerns Member : NSE, BSE, MCX-SX, DP : NSDL

115, IJS Palace, 320, Delhi Gate Bazar, Asaf Ali Road, New Delhi-110002

Ph : +91-11-49670000, 23250800 Fax : +91-11-23288332

E-mail : [oj@ojfin.com](mailto:oj@ojfin.com), Complaint Id : [investserve@ojfin.com](mailto:investserve@ojfin.com), **Website** : [www.ojfinancial.net](http://www.ojfinancial.net)

## HOW TO FILL UP THIS FORM

1. Please fill all the information in English & in Block Letters.
2. Please affix full signatures at all marked places in Blue Ink.
3. Please ensure that the form is properly filled up and all the required documents are legible.
4. Pin code is compulsory in the address detail.
5. Original documents will be required for verification at the time of submission of the form.
6. Affix rubber stamp at all places where you have affixed your full signatures (in case of proprietorship or non-individual accounts)
7. Please sign where ever overwriting or cutting is done.

### Brief Checklist ( For Individuals)

- Passport Size Photograph (affix with sign across)
- Self attested copy of PAN Card
- Self attested copy of - Passport / DL / Voter ID
- Cancelled Cheque
- DP Client Master
- Copy of ITR

### Brief Checklist (For Non- Individuals)

- Passport size photograph of all the Promoters /WTD/ Authorised Directors/Partners/Trustees / Karta
- Self attested copy of PAN Card of the Entity and all the Promoters /WTD/ authorised Directors / Partners/Trustees/ Karta
- Self attested copy of - Passport /DL / Voter ID all the authorised Directors / Partners / Trustees / Karta
- List of Directors /Partners / Trustees with father's name, address and PAN
- Copy of Income Tax Return for last 2 years
- Cancelled Cheque
- Self attested copy of DP Client Master
- Self attested copy of Bank Statement of of Company (not more than 3 months old)
- Last two years audited balance sheet
- Memorandum and Articles of Association / Trust Deed
- Board Resolution / Trustees Resolution
- Shareholding Pattern / List of Members of HUF
- Certificate of Registration of Partnership Firm / Trust

## SERVICES OFFERED (Self+Group Concerns)

- |                |              |                        |
|----------------|--------------|------------------------|
| ■ Equity       | ■ Derivative | ■ Commodity            |
| ■ Currency     | ■ Depository | ■ Insurance (Life+Gen) |
| ■ Mutual Funds | ■ FD & Bonds | ■ Post Office etc.     |

Dear Patron,

**Welcome to O J Group,**

We look forward to your becoming one of our valued client and would feel pleased to serve you. We request you to complete the relevant forms and other documents and submit the required legible and self attested documents. For ease of completion, please follow the check list.

It shall be our endeavour as always to provide you truly satisfying services.

EXCHANGE	REGISTRATION NO.
NCDEX	Membership No. 00331 FMC Reg. No. NCDEX/TCM/CORP/0342
MCX	Membership No. 16485 FMC Reg. No. MCX/TCM/CORP/0168

 <p>For Safety &amp; Prosperity, Invest/Insure thru OJ</p>	<h2>O. J. Commodities Brokers Pvt. Ltd.</h2> <p>115, IJS Palace, 320, Delhi Gate Bazar, Asaf Ali Road, New Delhi-110002 Ph : +91-11-49670000, 23250800 Fax : +91-11-23288332 E-mail : oj@ojfin.com, Complaint Id : investserve@ojfin.com <b>Website : www.ojfinancial.net</b></p>
--	---

**Compliance Officer Details :**  
Name : Abdhesh Sharma  
Phone No. : +91-11-49670000  
E-mail : oj@ojfin.com

**CEO Details :**  
Name : Arun Gupta  
Phone No. : +91-11-49670000, 23250800  
E-mail : oj@ojfin.com, arun.gupta@ojfin.com

For any grievance / dispute, please contact **O.J. Commodities Brokers Pvt. Ltd.** at the above address or email ID : investserve@ojfin.com and Phone No. +91-11-49670000. In case not satisfied with the response, please contact the concerned exchange(s) at the detail given below:

Exchange / FMC / SEBI	E-mail ID	Phone
NCDEX	askus@ncdex.com	91-22-66406084
MCX	grievance@mcxindia.com	91-22-67318888 91-22-66494000
FMC	contact.fmc@nic.in	91-22-22759300
SEBI-Head Office	sebi@sebi.gov.in	022-26449000
-North Zone (After merger with FMC)	sebinro@sebi.gov.in	011-23724001

# INDEX

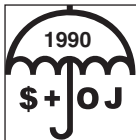
S. No.	Name of the Document	Brief Significance of the Document	Page No.
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## MANDATORY DOCUMENTS AS PRESCRIBED BY FMC & EXCHANGES

1.	KYC (Account Opening application form)	Application for registration as a client Individual Non-Individual	1 – 4 5 – 10
2.	Checklist	Instruction/ check list for filling KYC form	11 – 12
3.	Tariff sheet/Brokerage	Rate/amount of brokerage and other charges that will be levied on the client	13
4.	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the commodities market.	14 – 16
5.	Right and Obligation of Member, Authorized Person and Client	Rights & Obligations of member, Authorized Person and client for trading on exchanges	17 – 24
6.	Do's and Don'ts for the Investor	Document detailing do's and don'ts for trading on exchanges for education of the investors	25 – 26

## VOLUNTARY DOCUMENTS AS PROVIDED BY THE MEMBER

7.	Request for trading in commodity forward contracts in NCDEX	Request from client for trading in commodity forward contract/commodity derivatives as prescribed by NCDEX/Trading-114/2006/247 dated September 28, 2006 (Applicable for NCDEX clients) (undertaking for not exceeding position limit)	27
8.	Declaration by karta & All Co-parceners	Documents providing details of family member in case of Hindu Undivided Family (HUF) (Applicable for all HUF clients)	27
9.	For Registration of Mobile No. & Email address	Request and Consent from client for Registration and Verification of Mobile Number and E-mail Address to receive SMS/E-mail alerts from the exchanges	28
10.	Disclosure Information by member on Pro Trading	Receipt of information from member about pro-account trading	28
11.	Electronic Contract Note Declaration	Authority to provide contract note electronically through e-mail (Appendix-A)	29
12.	Additional Rights & Obligations	Additional Rights & Obligations of the client for trading on commodity exchange	30 – 31
13.	Authorizations	<ol style="list-style-type: none"> <li>1. Authorization for payment of Demat charges</li> <li>2. Authorization to retain Credit Balance</li> <li>3. Authorization for communication of financial products</li> <li>4. Running account authorization</li> <li>5. Authorization for not providing Conformation Slips</li> </ol>	31
14.	Board Resolution	Board Resolution on Company' Letter Head	32
15.	New Aggrement	Preparation of New Aggrement	32
16.	Share Holding Pattern	Company Share Holding Pattern	33
17.	Declaration by User	Declaration by User	33
18.	Internet & Wireless Technology	Internet & Wireless Technology based trading facility provided by Member to Client	34
19.	Declaration	Declaration by Partnership Firm	35
20.	Declaration	Declaration by Proprietorship Firm	35
21.	Acknowledgement		36



For Safety & Prosperity,  
Invest/Insure thru OJ

**KNOW YOUR CLIENT (KYC) APPLICATION FORM**

**FOR INDIVIDUAL CLIENTS (NEW)  
Part - I**

Please affix  
your recent  
passport size  
photograph  
duly signed across

To  
**O. J. Commodities Brokers Pvt. Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

**I request you to register me as your client as per following details:-**

**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 :
- 4 a. Nationality :  Indian     Other (Please specify).....
- b. Status:     Resident Individual     Non Resident     Foreign National  
(If Non Resident / Foreign National, self certified copy of statutory approval obtained must be attached)
- 5 a. PAN : \_\_\_\_\_    b. Unique Identification Number (UID)/ Aadhaar, if any: \_\_\_\_\_
6. Specify the proof of identity submitted :  PAN Card     Other (Please specify).....

**B. ADDRESS DETAILS**

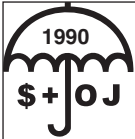
1. Residence / Correspondence Address: \_\_\_\_\_
- City/VPO/Village: \_\_\_\_\_ Distt. : \_\_\_\_\_
- Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_
2. Specify the Proof of Address submitted for Residence / Correspondence Address : \_\_\_\_\_
3. Contact Details: Tel. (Off.) : \_\_\_\_\_ – \_\_\_\_\_ Tel. (Res. ) : \_\_\_\_\_ – \_\_\_\_\_
- Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_ – \_\_\_\_\_
- E-mail ID : \_\_\_\_\_
4. Permanent Address (if different from above or overseas address, mandatory for Non-Resident Applicant): \_\_\_\_\_
- City/VPO/Village: \_\_\_\_\_ Distt. : \_\_\_\_\_
- Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_

**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 Applicant**



For Safety & Prosperity,  
Invest/Insure thru OJ

# O. J. COMMODITIES BROKERS (P) LTD.

## KNOW YOUR CLIENT (KYC) APPLICATION FORM

**FOR INDIVIDUALS  
Part - II**

Please affix  
your recent  
passport size  
photograph  
duly signed across

### A. OTHER DETAILS

#### 1. Gross Annual Income Details (please specify):

Income Range per annum:  Below Rs 1 Lac  1-5 Lac  5-10 Lac  10-25 Lac  above 25 Lacs  
Or

Net-worth (Rs. \_\_\_\_\_) Lacs Rs. as on date :           (Net worth should not be older than 1 year)

#### 2. Occupation (please tick any one and give brief details) :

Private Sector  Public Sector  Government Service  Business  Professional  
 Farmer  Others (Specify) \_\_\_\_\_

3. Please tick, as applicable :  Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)  
See Checklist for definition of PEP  Not a Politically Exposed Person (PEP)  Not Related to a Politically Exposed Person (PEP)

### B. BANK ACCOUNT(S) DETAILS

Bank Name	Branch Address	Bank Account No.	A/c Type : Saving/ Current/Others	MICR Number	IFSC CODE

• Provide a copy of cancelled cheque leaf/ pass book/bank statement specifying name of the client, MICR Code or/and IFSC Code of the bank.



### C. DEPOSITORY ACCOUNT(S) DETAILS, *If available*

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

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

## D. TRADING PREFERENCES

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

Sr. No.	Name of National Commodity Exchanges	Date of Consent for trading on concerned Exchange	Signature of the Client
1.	National Commodity & Derivatives Exchange (NCDEX)	DDMMYYYY	 .....
2.	Multi Commodity Exchange of India Ltd. (MCX)	DDMMYYYY	 .....
3.			
4.			

## E. INVESTMENT/TRADING EXPERIENCE

No Prior Experience  Years in Commodities  Years in other investment related fields

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

Local Sales Tax Registration

S.No.	Name of State	Registration No.	Validity Date

Central Sales Tax Registration No.:  Validity Date

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

Local VAT Registration No.:

S.No.	Name of State	Registration No.	Validity Date

## H. PAST REGULATORY ACTIONS

Details of any action/proceedings initiated/pending/ taken by FMC/ SEBI/ Stock exchange / Commodity exchange/any other authority against the client dealing in commodities during the last 3 years : \_\_\_\_\_

## I. DEALINGS THROUGH OTHER MEMBERS

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

Member's / AP's Name   
Exchange  Exchange's Registration number   
Concerned Member's Name with whom the AP is registered   
Registered office address   
Ph. :  Fax:  E-mail ID:   
Website  Client Code   
Details of disputes/dues pending from/to such Member/AP

**J. INTRODUCER DETAILS (Optional)**

Name of Introducer :

Status of the Introducer : Existing Client  Sub-broker/AP  Employee

Others (Specify)

Sub-Broker/AP Registration No.  UCC  Employee Code

Address

City/VPO/Village:  Distt. :

Pin :  State :  Country :

Tel. (Off.) :  -  Tel. (Res. ) :  -

Mobile :  Fax :  -

Signature of the Introducer:

**K. ADDITIONAL DETAILS (Mode of Communication)**

Whether you wish to receive communication from Member in electronic form on your Email-id [Yes/No] :

(Yes/No)  
{If yes then please fill in Appendix-A}

**L. NOMINATION DETAILS**

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

**Name of the Nominee:**

Relationship with the Nominee:

PAN of Nominee:  Date of Birth of Nominee:

Address of the Nominee:

City/VPO/Village:  State :  Country :

Pin :  Phone :  Mobile :

**If Nominee is a minor, details of guardian:**

**Name of guardian:**

Address of Guardian:

City/VPO/Village:  State :  Country :

Pin :  Phone :  Mobile :

Signature of guardian:

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

Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Signature : <input type="text"/>	Signature : <input type="text"/>

**DECLARATION**

1. 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/we may be held liable for it.
2. I confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/non-mandatory documents.
3. I further confirm having read and understood the contents of the 'Rights and Obligations' document(s), 'Risk Disclosure Document' and 'Do's and Dont's'. I 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 Member's designated website, if any.

Date :



Place :

.....  
**Signature of Client**





For Safety & Prosperity, Invest/Insure thru OJ

To  
O. J. Commodities Brokers Pvt. Ltd.  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

**KNOW YOUR CLIENT (KYC) APPLICATION FORM**

**FOR NON INDIVIDUAL CLIENTS  
Part - I**

Please affix your recent passport size photograph duly signed across

We request you to register us as your client as per following details:-

**A. IDENTITY DETAILS**

1. Name of the Applicant: \_\_\_\_\_

2. Date of Incorporation:  Place of Incorporation: \_\_\_\_\_

3. Date of commencement of business:

4. a. PAN: \_\_\_\_\_ b. Registration No. (e.g. CIN): \_\_\_\_\_

5. Status (please tick any one): \_\_\_\_\_

Private Limited Co.     Public Ltd. Co.     Body Corporate     Partnership     Trust

HUF     LLP     Charities     AOP     BOI     NGO's     Bank     Society     FI

Government Body     FII     Non-Government Organization     FPI- Category I     FPI- Category II

FPI- Category III    Others (Specify) \_\_\_\_\_

**B. ADDRESS DETAILS (Proof of address must be different from the proof of identity submitted)**

1. Address for correspondence: \_\_\_\_\_

City/VPO/Village: \_\_\_\_\_ Distt. : \_\_\_\_\_

Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_

2. Specify the proof of address submitted for correspondence address: \_\_\_\_\_

3. Contact Details: Tel. (Off.) : \_\_\_\_\_ – \_\_\_\_\_ Tel. (Res. ) : \_\_\_\_\_ – \_\_\_\_\_

Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_ – \_\_\_\_\_

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

4. Registered Address (if different from above): \_\_\_\_\_

City/VPO/Village: \_\_\_\_\_ Distt. : \_\_\_\_\_

Pin : \_\_\_\_\_ State : \_\_\_\_\_ Country : \_\_\_\_\_

**C. OTHER DETAILS OF PROMOTERS/ PARTNERS/ KARTA/ TRUSTEES & WTD (See Annexure)**

**DECLARATION**

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

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

 .....  
**Name&Signature of the Authorised Signatory(ies)**

**OTHER DETAILS OF PROMOTERS/ PARTNERS/ KARTA/ TRUSTEES & WTD (ANNEXURE)**

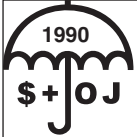
Name				
Designation				
Pan No.				
UID				
DIN (if applicable)				
Residence Address				
Land Line No.				
Cell No.				
E-mail				
Proof of Identity (POI) Submitted				
Proof of Address (POA) Submitted				

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph



For Safety & Prosperity,  
Invest/Insure thru OJ

# O. J. COMMODITIES BROKERS (P) LTD.

## KNOW YOUR CLIENT (KYC) APPLICATION FORM

### FOR NON INDIVIDUAL CLIENTS Part - II

Please affix  
your recent  
passport size  
photograph  
duly signed across

#### A. OTHER DETAILS

##### 1. Gross Annual Income Details (please specify):

Income Range per annum:  Below Rs 1 Lac  1-5 Lac  5-10 Lac  10-25 Lac  Above Rs. 25 Lac

2. Net-worth as on date :  Lacs Rs. (Net worth should not be older than 1 year)

##### 3. DETAIL of PROMOTERS/PARTNERS/KARTA/TRUSTEES and WHOLE TIME DIRECTORS (ATTACHED)

Name				
Designation				
Pan No.				
UID				
DIN (if applicable)				
Residence Address				
Land Line Phone. No.				
Cell No.				
E-mail				
Proof of Identity (POI) Submitted				
Proof of Address (POA) Submitted				

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph

Latest Photograph  
with Signature  
across the  
Photograph

**4. Please tick as applicable, if any authorized signatories/Promoters/Partners/Karta/Trustees/Whole Time director is PEP (See check list for definition of PEP):**

Politically Exposed Person (PEP)

Related to a Politically Exposed Person (PEP)

Not a Politically Exposed Person (PEP)

Not Related to a Politically Exposed Person (PEP)

**B. BANK ACCOUNT(S) DETAILS**

Bank Name	Branch Address	Bank Account No.	A/c Type : Saving/ Current/Others	MICR Number	IFSC CODE

Note : Provide a copy of cancelled cheque leaf/ pass book/bank statement specifying name of the client, MICR Code or/and IFSC Code of the bank.



**C. DEPOSITORY ACCOUNT(S) DETAILS, If available**

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

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

**D. TRADING PREFERENCES**

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

Sl. No.	Name of National Commodity Exchanges	Date of Consent for trading on concerned Exchange	Signature of the Client
1.	National Commodity & Derivatives Exchange (NCDEX)	DDMMYYYYY	 .....
2.	Multi Commodity Exchange of India Ltd. (MCX)	DDMMYYYYY	 .....
3.			
4.			

**E. INVESTMENT/TRADING EXPERIENCE**

No Prior Experience  Years in Commodities  Years in other investment related fields

**F. SALES TAX REGISTRATION DETAILS (As applicable, State wise)**

Local Sales Tax Registration

S.No.	Name of State	Registration No.	Validity Date

Central Sales Tax Registration No.: \_\_\_\_\_ Validity Date \_\_\_\_\_

**G. VAT DETAILS (As applicable, State wise)**

Local VAT Registration No.:		Validity Date	
S.No.	Name of State	Registration No.	Validity Date

**H. PAST REGULATORY ACTIONS**

Details of any action/proceedings initiated/pending/ taken by FMC/ SEBI / Stock exchange / Commodity exchange/any other authority against the client or its Partners/Promoters/whole time director authorized person in charge during the last 3 years:

---



---

**I. DEALINGS THROUGH OTHER MEMBERS**

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

Member's / AP's Name

Exchange  Exchange's Registration number

Concerned Member's Name with whom the AP is registered

Registered office address

Ph. :  Fax:  E-mail ID:

Website  Client Code

Details of disputes/dues pending from/to such Member/AP

**J. INTRODUCER DETAILS (Optional)**

Name of Introducer :

Status of the Introducer : Existing Client  Sub-broker/AP  Employee

Others (Specify)

Sub-Broker/AP Registration No.  UCC  Employee Code

Address

City/VPO/Village:  Distt. :

Pin :  State :  Country :

Tel. (Off.) :  –  Tel. (Res. ) :  –

Mobile :  Fax :  –

Signature of the Introducer:

**K. ADDITIONAL DETAILS (MODE OF COMMUNICATION)**

Whether you wish to receive communication from Member in electronic form on your Email-id [Yes / No] :

(Yes/No)

{If yes then please fill in Appendix-A}

## DECLARATION

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

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



.....  
**[Name&Signature of the Authorised Signatory(ies)]**

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

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of **PAN card** is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in commodity derivatives on behalf of company/firm/others.
2. Copies of all the documents submitted by the applicant should be **self-attested** and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list. (See Point E)
3. If any proof of identity or address is in a regional language, then translation into **English** is required.
4. **Name & address** of the applicant mentioned on the KYC form, should **match** with the documentary proof submitted.
5. If correspondence & permanent address are different, then **proofs for both** have to be submitted.
6. **Sole proprietor** must make the application in his individual name & capacity.
7. For **non-residents** and **foreign nationals**, (allowed to trade subject to RBI and FIPB/FEMA guidelines and other applicable statutory approvals), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
8. For **foreign entities**, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of **Merchant Navy** NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted along with other statutory approvals required for investment in commodities.
10. **Politically Exposed Persons** (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

1. Unique Identification Number (UID) (**Aadhaar**) / **Passport** / **Voter ID card** / **Driving license**.
2. **PAN** card with photograph.
3. **Identity card** issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

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

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

1. **Passport** / **Voters Identity Card** / **Ration Card** / Registered **Lease or Sale Agreement of Residence** / **Driving License** / Flat Maintenance bill / Insurance Copy.
2. Utility bills like **Telephone Bill** (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. **Bank Account** Statement/Passbook -- Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court **judges**, giving the new address in respect of their own accounts.
5. **Proof of address** issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. **Identity card**/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. The proof of address in the name of the **spouse** may be accepted.

### D. Exemptions to PAN

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

1. Transactions undertaken on behalf of **Central Government** and/or **State Government** and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the State of **Sikkim** (subject to the continued exemption granted by Government).

### E. List of people authorized to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.

**F. In case of Non-Individuals, obtain following additional documents + Documents required for Individuals:-**

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



**TARIFF SHEET/BROKERAGE STRUCTURE****NCDEX**

	Percentage	Minimum Rs.
Delivery	<input type="text"/>	<input type="text"/>
Futures	<input type="text"/>	<input type="text"/>
Option (Per Lot)	<input type="text"/>	<input type="text"/>

**MCX**

	Percentage	Minimum Rs.
Delivery	<input type="text"/>	<input type="text"/>
Futures	<input type="text"/>	<input type="text"/>
Option (Per Lot)	<input type="text"/>	<input type="text"/>

**OTHERS (Pl. Specify)**

	Percentage	Minimum Rs.
Delivery	<input type="text"/>	<input type="text"/>
Futures	<input type="text"/>	<input type="text"/>
Option (Per Lot)	<input type="text"/>	<input type="text"/>

I/We have understood that brokerage will be charged not exceeding above rates. Other charges like transaction charges, Risk Management Fee, Delivery charges, Demat Charges, Remat Charges, Godown rent, service tax, stamp duty, CTT and any other similar levy will be charged extra at applicable rates.



.....  
**Signature of Client**

**FOR OFFICE USE ONLY (Brokerage Approval)**

Name of Approving Officer :   
Designation :

Signature of Approving Official

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

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

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

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

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

The Exchange does not provide or purport to provide any advice and shall not be liable to any person who enters into any business relationship with any member of the Exchange and/ or third party based on any information contained in this document. Any information contained in this document must not be construed as business advice/investment advice. No

consideration to trade should be made without thoroughly understanding and reviewing the risks involved in such trading. If you are unsure, you must seek professional advice on the same.

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

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

**i. Risk of Higher Volatility**

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

**ii. Risk of Lower Liquidity**

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

b. Buying/ Selling without intention of giving and/ or taking delivery of certain commodities may also result into losses, because in such a situation, commodity derivative contracts may have to be

squared-off at a low/ high prices, compared to the expected price levels, so as not to have any obligation to deliver/ receive such commodities.

### iii. Risk of Wider Spreads

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

### iv. Risk-reducing orders

- a. Most of the Exchanges have a facility for investors to place "limit orders", "stop loss orders" etc. Placing of such orders (e.g. "stop loss" orders or "limit" orders) which are intended to limit losses to certain amounts may not be effective many a time because rapid movement in market conditions may make it impossible to execute such orders.
- b. A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that commodity derivatives contract.
- c. A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the client received price protection, there is a possibility that the order may not be executed at all.
- d. A stop loss order is generally placed "away" from the current price of a commodity derivatives contract, and such order gets activated if and when the contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the contract approaches pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a contract might penetrate the predetermined price,

in which case, the risk of such order not getting executed arises, just as with a regular limit order.

### v. Risk of News Announcements

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

### vi. Risk of Rumours

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

### vii. System Risk

- a. High volume trading will frequently occur at the market opening and before market close. Such high volumes may also occur at any point in the day. These may cause delays in order execution or confirmation.
- b. During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in execution of order and its confirmation.
- c. Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a commodity due to any action on account of unusual trading activity or price hitting circuit filters or for any other reason.

### viii. System/ Network Congestion

- a. Trading on the Exchange is in electronic mode, based on satellite/ leased line communications, combination of technologies and computer systems to place and route orders. Thus, there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, or any such other problem/glitch whereby not being able to establish access to the trading system/network, which may

be beyond the control of and may result in delay in processing or not processing buy or sell orders either in part or in full. You are cautioned to note that although these problems may be temporary in nature, but when you have outstanding open positions or unexecuted orders, these represent a risk because of your obligations to settle all executed transactions.

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

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

- a. The amount of margin is small relative to the value of the commodity derivatives contract so the transactions are 'leveraged' or 'geared'. Commodity Derivatives trading, which is conducted with a relatively small amount of margin, provides the possibility of great profit or loss in comparison with the principal investment amount. But transactions in commodity derivatives carry a high degree of risk. You should therefore completely understand the following statements before actually trading in commodity derivatives contracts and also trade with caution while taking into account one's circumstances, financial resources, etc.
- b. Trading in Futures Commodity Derivatives involves daily settlement of all positions. Every day the open positions are marked to market based on the closing price. If the closing price has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This margin will have to be paid within a stipulated time frame, generally before commencement of trading on the next day.
- c. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the Member of the Exchange may liquidate/square-up a part of or the whole position. In this case, you will be liable for any losses incurred due to such square-up/ Close Outs.
- d. Under certain market conditions, an Investor may find it difficult or impossible to execute the transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.
- e. Steps, such as, changes in the margin rate, increase in the cash margin rate etc. may be adopted in order to maintain market stability. These new measures may

be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.

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

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

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

**4. General**

**i. Deposited cash and property:**

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

**ii. Commission and other charges:**

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

- iii. For rights and obligations of the Members/Authorised Persons/ clients, please refer to Annexure 3
- iv. The term 'Constituent' shall mean and include a Client, a Customer or an Investor, who deals with a member for the purpose of trading in the commodity derivatives through the mechanism provided by the Exchange.
- v. The term 'member' shall mean and include a Trading Member or a Member/Broker, who has been admitted as such by the Exchange and got a Unique Member Code from FMC.

Client's Signature  .....

**RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORIZED PERSONS AND CLIENTS**  
**as prescribed by FMC and Commodity Exchanges**

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

Member.

**\*Commodity derivative contract**

7. The Authorized Person shall provide necessary assistance and co-operate with the Member in all its dealings with the client(s).

**CLIENT INFORMATION**

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

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

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

**\*\*contracts offered by commodity exchanges**

- iii. the extent to which the term allows a Client to compare it with other financial contracts for similar financial products or financial services;



and

iv. the financial contract as a whole and the terms of any other contract on which it is dependent.

d. A term is transparent if it -

i. is expressed in reasonably plain language that is likely to be understood by the Client;

ii. is legible and presented clearly; and

iii. is readily available to the Client affected by the term.

e. If a term of a financial contract is determined to be unfair under point 11.A.c, the parties will continue to be bound by the remaining terms of the financial contract to the extent that the financial contract is capable of enforcement without the unfair term.

#### **11. B.**

a. "Non-negotiated contract" means a contract whose terms, other than the terms contained in point 11.C. (given below) are not negotiated between the parties to the financial contract and includes -

i. a financial contract in which, relative to the Client, the Member has a substantially greater bargaining power in determining terms of the financial contract; and

ii. a standard form contract.

b. "Standard form contract" means a financial contract that is substantially not negotiable for the Client, except for the terms contained in point 11.C.

c. Even if some terms of a financial contract are negotiated in form, the financial contract may be regarded as a non-negotiated contract if so indicated by -

i. an overall and substantial assessment of the financial contract; and

ii. the substantial circumstances surrounding the financial contract

d. In a claim that a financial contract is a non-negotiated contract, the onus of demonstrating otherwise will be on the Member.

#### **11. C.**

a. The above does not apply to a term of a financial contract if it

i. defines the subject matter of the financial contract;

ii. sets the price that is paid, or payable, for the

provision of the financial product or financial service under the financial contract and has been clearly disclosed to the Client; or

iii. is required, or expressly permitted, under any law or regulations.

b. The exemption under point 11.C does not apply to a term that deals with the payment of an amount which is contingent on the occurrence or non-occurrence of any particular event.

12. The Member and Authorized Person shall maintain all the details of the client as mentioned in the account opening form or any other information pertaining to the client, confidentially and that they shall not disclose the same to any person/authority except as required under any law/regulatory requirements. Provided however that the Member may so disclose information about his client to any person or authority with the express permission of the client.

#### **13. A. Protection of personal information and confidentiality**

a. "Personal information" means any information that relates to a Client or allows a Client's identity to be inferred, directly or indirectly, and includes -

i. name and contact information;

ii. biometric information, in case of individuals

iii. information relating to transactions in, or holdings of, financial products

iv. information relating to the use of financial services; or

v. such other information as may be specified.

#### **13. B.**

a. A Member must -

i. not collect personal information relating to a Client in excess of what is required for the provision of a financial product or financial service;

ii. maintain the confidentiality of personal information relating to Clients and not disclose it to a third party, except in a manner expressly permitted under point 13.B.b.;

iii. make best efforts to ensure that any personal information relating to a Client that it holds is accurate, up to date and complete;

iv. ensure that Clients can obtain reasonable access to their personal information, subject to any exceptions that the Regulator may specify; and

- v. allow Clients an effective opportunity to seek modifications to their personal information to ensure that the personal information held by the Member is accurate, up to date and complete.
  - b. A Member may disclose personal information relating to a Client to a third party only if -
    - i. it has obtained prior written informed consent of the Client for the disclosure, after giving the Client an effective opportunity to refuse consent;
    - ii. the Client has directed the disclosure to be made;
    - iii. the Regulator has approved or ordered the disclosure, and unless prohibited by the relevant law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - iv. the disclosure is required under any law or regulations, and unless prohibited by such law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - v. the disclosure is directly related to the provision of a financial product or financial service to the Client, if the Member -
      - 1. informs the Client in advance that the personal information may be shared with a third party; and
      - 2. makes arrangements to ensure that the third party maintains the confidentiality of the personal information in the same manner as required under this Part; or
    - vi. the disclosure is made to protect against or prevent actual or potential fraud, unauthorised transactions or claims, if the Member arranges with the third party to maintain the confidentiality of the personal information in the manner required under this Part.-
  - c. "Third party" means any person other than the concerned Member, including a person belonging to the same group as the Member.
- i. sufficiently before the Client enters into a financial contract, so as to allow the Client reasonable time to understand the information;
  - ii. in writing and in a manner that is likely to be understood by a Client belonging to a particular category; and
  - iii. in a manner that enables the Client to make reasonable comparison of the financial product or financial service with other similar financial products or financial services.
  - c. The types of information that must be disclosed to a Client in relation to a financial product or financial service, which may include information regarding -
    - i. main characteristics of the financial product or financial service, including its features, benefits and risks to the Client;
    - ii. consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
    - iii. existence, exclusion or effect of any term in the financial product or financial contract;
    - iv. nature, attributes and rights of the Member, including its identity, regulatory status and affiliations;
    - v. contact details of the Member and the methods of communication to be used between the Member and the Client;
    - vi. rights of the Client to rescind a financial contract within a specified period; or
    - vii. rights of the Client under any law or regulations.

#### **14.B.**

- a. Member must provide a Client that is availing a financial product or financial service provided by it, with the following continuing disclosures -
  - i. any material change to the information that was required to be disclosed under point 14.A at the time when the Client initially availed the financial product or financial service;
  - ii. information relating to the status or performance of a financial product held by the Client, as may be required to assess the rights or interests in the financial product or financial service; and
  - iii. any other information that may be specified,
- b. A continuing disclosure must be made -
  - i. within a reasonable time-period from the occurrence of any material change or at

#### **14.A Requirement of fair disclosure both initially and on continuing basis**

- a. Member must ensure fair disclosure of information that is likely to be required by a Client to make an informed transactions! decision.
- b. In order to constitute fair disclosure, the information must be provided -

- reasonable periodic intervals, as applicable; and
- ii. in writing and in a manner that is likely to be understood by a Client belonging to that category.

## **MARGINS**

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

## **TRANSACTIONS AND SETTLEMENTS**

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

Rules, Byelaws and Business Rules and circulars/notices issued thereunder of the Exchanges where the trade is executed and all parties to such trade shall have submitted to the jurisdiction of such court as may be specified by the Byelaws and Business Rules of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Business Rules of the Exchanges and the circulars/notices issued thereunder.

## **BROKERAGE**

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

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

23. Without prejudice to the Member's other rights (including the right to refer a matter to arbitration), the client understands that the Member shall be entitled to liquidate/close out all or any of the client's positions for nonpayment of margins or other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations. Any and all losses and financial charges on account of such liquidation/closing-out shall be charged to and borne by the client.
24. In the event of death or insolvency of the client or his/its otherwise becoming incapable of receiving and paying for or delivering or transferring commodities which the client has ordered to be bought or sold, Member may close out the transaction of the client and claim losses, if any, against the estate of the client. The client or his nominees, successors, heirs and assignee shall be entitled to any surplus which may result there from. The client shall note that transfer of funds/commodities in favor of a Nominee shall be valid discharge by the Member against the legal heir.

## **DISPUTE RESOLUTION**

25. The Member shall co-operate in redressing grievances of the client in respect of all transactions routed through it.
26. The client and the Member shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Business Rules of the Exchanges where the trade is executed and



circulars/notices issued thereunder as may be in force from time to time.

27. The client/Member understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/Member shall be binding on the client/Member in accordance with the letter authorizing the said representative to deal on behalf of the said client/Member.

28. Requirement for each Member to have an effective grievance redress mechanism which is accessible to all its Clients

a. A Member must have in place an effective mechanism to receive and redress complaints from its Clients in relation to financial products or financial services provided by it, or on its behalf, in a prompt and fair manner.

b. A Member must inform a Client, at the commencement of relationship with the Client and at such other time when the information is likely to be required by the Client, of -

- i. the Client's right to seek redress for any complaints; and
- ii. the processes followed by the Member to receive and redress complaints from its Clients.

#### **29.A. Suitability of advice for the Client**

Right to receive advice that is suitable taking into account the relevant personal circumstances of the Client, such as the Client's financial circumstances and needs. This obligation would apply to persons who render advice to Clients and the regulator may specify categories of financial products and service that necessarily require such advice to be given.

a. A Member must -

- i. make all efforts to obtain correct and adequate information about the relevant personal circumstances of a Client; and
- ii. ensure that the advice given is suitable for the Client after due consideration of the relevant personal circumstances of the Client.

b. If it is reasonably apparent to the Member that the available information regarding the relevant personal circumstances of a Client is incomplete or inaccurate, the Member must warn the Client of the consequences of proceeding on the basis of incomplete or inaccurate information.

c. If a Client intends to avail of a financial product or

financial service that the Member determines unsuitable for the Client, the Member -

i. must clearly communicate its advice to the Client in writing and in a manner that is likely to be understood by the Client; and

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

#### **30. Dealing with conflict of interest**

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

a. A member must -

i. provide a Client with information regarding any conflict of interests, including any conflicted remuneration that the Member has received or expects to receive for making the advice to the Client; and

ii. give priority to the interests of the Client if the Member knows, or reasonably ought to know, of a conflict between -

1. its own interests and the interests of the Client; or
2. the interests of the concerned Member and interests of the Client, in cases where the Member is a financial representative.

b. The information under point 16a.i. must be given to the Client in writing and in a manner that is likely to be understood by the Client and a written acknowledgement of the receipt of the information should be obtained from the Client.

c. In this section, "conflicted remuneration" means any benefit, whether monetary or non-monetary, derived by a Member from persons other than Clients, that could, under the circumstances, reasonably be expected to influence the advice given by the Member to a Client.

#### **TERMINATION OF RELATIONSHIP**

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

32. The Member, Authorized Person and the client shall be

entitled to terminate the relationship between them without giving any reasons to the other party, after giving notice in writing of not less than one month to the other parties. Notwithstanding any such termination, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the termination of this relationship shall continue to subsist and vest in/be binding on the respective parties or his/its respective heirs, executors, administrators, legal representatives or successors, as the case may be.

33. In the event of demise/insolvency of the Authorized Person or the cancellation of his/its registration with the Board or/withdrawal of recognition of the Authorized Person by the commodity exchange and/or termination of the agreement with the Authorized Person by the Member, for any reason whatsoever, the client shall be informed of such termination and the client shall be deemed to be the direct client of the Member and all clauses in the 'Rights and Obligations' document(s) governing the Member, Authorized Person and client shall continue to be in force as it is, unless the client intimates to the Member his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

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

34. The Member and client shall reconcile and settle their accounts from time to time as per the Rules, Business Rules, Bye Laws, Circulars, Notices and Guidelines issued by FMC and the relevant Exchanges where the trade is executed.
35. The Member shall issue a contract note to his clients for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The Member shall send **contract notes to the investors within 24 hours of the execution** of the trades in hard copy and/or in electronic form using digital signature.
36. The Member shall make pay out of funds or delivery of commodities as per the Exchange Rules, Bye-Laws, Business Rules and Circulars, as the case may be, to the Client on receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by

the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.

37. The Member shall send a complete 'Statement of Accounts' for both funds and commodities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement immediately but not later than 30 calendar days of receipt thereof, to the Member. **A detailed statement of accounts must be sent every month to all the clients in physical form.** The proof of delivery of the same should be preserved by the Member.
38. The Member shall send margin statements to the clients on monthly basis. Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee, warehouse receipts, securities etc.
39. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with Member and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.
40. In case, where a member surrenders his/ her/ its membership, Member gives a public notice inviting claims, if any, from investors. In case of a claim relating to transactions executed on the trading system of the Exchange, ensure that client lodge a claim with the Exchange within the stipulated period and with the supporting documents.

#### **41.A. Protection from unfair conduct which includes misleading conduct & abusive conduct**

- a. Unfair conduct in relation to financial products or financial services is prohibited.
- b. "Unfair conduct" means an act or omission by a Member or its financial representative that significantly impairs, or is likely to significantly impair, the ability of a Client to make an informed transactional decision and includes -
- i. misleading conduct under point 41.B
  - ii. abusive conduct under point 41.C

iii. such other conduct as may be specified.

#### **41.B.**

- a. Conduct of a Member or its financial representative in relation to a determinative factor is misleading if it is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise, and the conduct involves -
  - i. providing the Client with inaccurate information or information that the Member or financial representative does not believe to be true; or
  - ii. providing accurate information to the Client in a manner that is deceptive.
- b. In determining whether a conduct is misleading under point 41.B.a, the following factors must be considered to be “determinative factors” -
  - i. the main characteristics of a financial product or financial service, including its features, benefits and risks to the Client;
  - ii. the Client’s need for a particular financial product or financial service or its suitability for the Client;
  - iii. the consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
  - iv. the existence, exclusion or effect of any term in a financial contract, which is material term in the context of that financial contract;
  - v. the nature, attributes and rights of the Member, including its identity, regulatory status and affiliations; and
  - vi. the rights of the Client under any law or regulations.

#### **41.C.**

- a. A conduct of a Member or its financial representative in relation to a financial product or financial service is abusive if it -
  - i. involves the use of coercion or undue influence; and
  - ii. causes or is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise.
- b. In determining whether a conduct uses coercion or undue influence, the following must be considered-
  - i. the timing, location, nature or persistence of the conduct;

- ii. the use of threatening or abusive language or behaviour;
- iii. the exploitation of any particular misfortune or circumstance of the Client, of which the Member is aware, to influence the Client’s decision with regard to a financial product or financial service;
- iv. any non-contractual barriers imposed by the Member where the Client wishes to exercise rights under a financial contract, including -
  - v. the right to terminate the financial contract;
  - vi. the right to switch to another financial product or another Member and
  - vii. a threat to take any action, depending on the circumstances in which the threat is made.

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

42. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id (created by the client) to the Member (Kindly refer Appendix A). Member shall ensure that all the rules/Business Rule/Bye-Laws/ circulars issued from time to time in this regard are complied with. The client shall communicate to the Member any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
43. The Member shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamperable and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
44. The client shall note that non-receipt of bounced mail notification by the Member shall amount to delivery of the contract note at the e-mail ID of the client.
45. The Member shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/circulars/guidelines issued by FMC/Commodity exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the Member for the specified period under the extant rules/circulars/guidelines issued by FMC/Commodity exchanges. The log report shall provide the details of the

contract notes that are not delivered to the client/e-mails rejected or bounced back. The Member shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant rules/circulars/guidelines issued by FMC/Commodity exchanges.

- 46. The Member shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (**bouncing of mails**) by the e-mail ID of the client, the Member shall send a physical contract note to the client within the stipulated time under the extant Regulations/ Rules, Bye-Laws, Business Rules and Circulars of FMC/commodity exchanges and maintain the proof of dispatch and delivery of such physical contract notes.
- 47. In addition to the e-mail communication of the ECNs to the client, the Member shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.
- 48. The Electronic **Contract Note (ECN) declaration form** will be obtained from the Client who opts to receive the contract note in electronic form. This declaration will remain valid till it is revoked by the client.

**LAW AND JURISDICTION**

- 49. In addition to the specific rights set out in this document, the Member, Authorised Person and the client shall be entitled to exercise any other rights which the Member or the client may have under the Rules, Bye-laws and Business Rules of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules of FMC.

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

Client's Signature  .....



**Do's**

1. Trade only through Registered Members of the Exchange. Check from the Exchange website at following link NCDEX: <http://www.ncdex.com/membership/MemberDirectory.aspx> MCX: <http://www.mcxindia.com/SitePages/MembersDetails.aspx> to see whether the Member is registered with the Exchange.
2. Insist on filling up a standard 'Know Your Client (**KYC**)' form before you commence trading
3. Insist on getting a Unique Client Code (**UCC**) and ensure all your trades are done under the said UCC.
4. Insist on reading and signing a standard 'Risk Disclosure Document'. (**RDD**)
5. Obtain a copy of your KYC and/ or other documents executed by you with the Member, from the Member.
6. Cross check the genuineness of trades carried out at the Exchange through the **trade verification facility** available on the Exchange website at the following link NCDEX: [http://www.ncdex.com/Market\\_Data/Trade\\_verify.aspx](http://www.ncdex.com/Market_Data/Trade_verify.aspx) MCX: <http://www.mcxindia.com/Sitepages/tradeverification.aspx> The trades can be verified online where trade information is available up to 5 working days from the trade date.
7. Insist on a duly signed **Contract Note** in specified format for every executed trade **within 24 hours** of trade, highlighting the details of the trade along with your UCC.
8. Ensure that the Contract Note contains all the relevant information such as Member Registration Number, Order No., Order Date, Order time, Trade No., Trade rate, Quantity, Arbitration Clause, etc.
9. Obtain receipt for collaterals deposited with the Member towards margins.
10. Go through the Rules, Bye-laws, Regulations, Circulars, Directives, Notifications of the Exchange as well as of the Regulators, Government and other authorities to know your rights and duties vis-a-vis those of the Member.
11. Ask all relevant questions and clear your doubts with your Member before transacting.
12. Insist on receiving the bills for every settlement.
13. Insist on **Monthly statements of your ledger account** and report any discrepancies in the statement to your Member within 7 working days. In case of unsatisfactory response report the discrepancy to the Exchange within 15 working days from the date of cause of action.
14. Scrutinize minutely both the transaction & holding statements that you receive from your Depository Participant.
15. Keep Delivery Instruction Slips (DIS) book issued by DPs in safe possession.
16. Ensure that the DIS numbers are preprinted and your account number (UCC) is mentioned in the DIS book.
17. Freeze your Demat account in case of your absence for longer duration or in case of not using the account frequently.
18. Pay required margins in time and only by Cheque and ask for receipt thereof from the Member.
19. Deliver the commodities in case of sale or pay the money in case of purchase within the time prescribed.
20. Understand and comply with accounting standards for derivatives.
21. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the Member. Note that the clauses as agreed between you and the Member cannot be changed without your consent.
22. Get a clear idea about all brokerage, commissions, fees and other charges levied by the Member on you for trading and the relevant provisions/ guidelines specified by FMC/Commodity exchanges.
23. Make the payments by account payee cheque in favour of the Member. Ensure that you have a documentary proof of your payment/deposit of commodities with the Member, stating date, commodity, quantity, towards which bank/ denial account such money or commodities (in the form of warehouse receipts) deposited and from which bank/ demat account.
24. The payout of funds or delivery of commodities (as the case may be) shall not be made to you **within one working day** from the receipt of payout from the Exchange, in case you have given specific authorization for maintaining running account to the member. Thus, in this regard, the **running account authorization provided** by you to the Member shall be subject to the following conditions:
  - a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b) You need to bring any dispute arising from the statement of account to the notice of the Member in writing preferably within 7 (seven) working days from the date of receipt of funds/ commodities or statement, as the case may be. In case of dispute, refer the matter in writing to the

Investors Grievance Cell of the relevant Commodity exchanges without delay.

- c) In case you have not opted for maintaining running account and pay-out is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the Member. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Commodity exchange.
  - d) Please **register your mobile number and email id** with the Member, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the commodity exchanges.
25. You should familiarize yourself with the protection accorded to the money or other property you may deposit with your member, particularly in the event of a default in the commodity derivatives market or the member becomes insolvent or bankrupt.
  26. Please ensure that you have a documentary proof of having made the deposit of such money or property with the member, stating towards which account such money or property deposited.
  27. In case your problem/grievance/issue is not being sorted out by concerned Member/Authorised Person then you may take up the matter with the concerned Commodity Exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to FMC.

#### Don'ts

1. Do not deal with any unregistered intermediaries.
2. Do not undertake off-market transactions as such transactions are illegal and fall outside the jurisdiction of the Exchange.

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

I hereby acknowledge that I have received and understood this Guidance note.

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

**REQUEST FOR TRADING IN COMMODITY FORWARD CONTRACTS / COMMODITY DERIVATIVES**  
(APPLICABLE FOR NCDEX CLIENTS)

To,  
**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

Dear Sir,


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

I/We, the undersigned, have taken cognizance of circular no. NCDEX/TRAD1NG-114/2006/247 dated September 28, 2006 issued by the National Commodity & Derivatives Exchange Limited ( NCDEX ) on the guidelines for calculation of net open positions permitted in any commodity and I/We hereby undertake to comply with the same.

I/We hereby declare and undertake that we will not exceed the position limits prescribed from time to time by NCDEX or Forward Markets Commission and such position limits will be calculated in accordance with the contents of above stated circular of NCDEX as modified from time to time.

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

I/We confirm that you have agreed to enter orders in commodity forward contracts/commodity derivatives for me/us as your clients on NCDEX only on the basis of our above assurance and undertaking






Yours faithfully  
Signature of CLIENT :  .....

**DOCUMENT APPLICABLE TO HUF (Voluntary)**

**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

**Sub. : AUTHORITY LETTER FOR KARTA OF HUF**

We all member of HUF, hereby authorize Mr. \_\_\_\_\_ (Karta) to deal with you and he has all power to take decision and sign all documents on our behalf

List of Members of HUF	Stamp &
Karta _____	(Signature of the Client)  .....
Other Member 1. _____	(Signature)  .....
2. _____	(Signature)  .....
3. _____	(Signature)  .....
4. _____	(Signature)  .....
5. _____	

Note : In case member is minor, Karta to sign on behalf of minor

**CONSENT FORM FOR RECEIVING TRADE ALERT THROUGH SMS AND / OR E-MAIL**

To,  
**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002


Dear Sir

I/We, a client with O.J.Commodities Brokers (P) Ltd. undertake as follows:

1. I/We are aware that Commodity Exchange provide details of the trades executed on its trading platform to the concerned clients/constituents through SMS and E-mail alerts.
2. The alerts should be sent on:
  - a. Mobile Number(enter 10 digits Mobile No):
  - b. Email ID:

I/We agree to the terms and condition specified by the Exchange. I/We are/am also aware that this is an additional facility provided by the exchange and I/we shall not solely rely or use such data for any purpose and Exchange shall not be liable for any direct or indirect loss of any nature because of providing this additional facility.

Yours truly,

Signature of CLIENT :  .....

**INFORMATION ON PRO TRADING**

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

To,  
**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

I/We acknowledge receipt of information given by you that you do client base trading as well as Pro-account trading.

(Signature of Client)  .....



To,

**O.J. Commodities Brokers (P) Ltd.**

115, IJS Palace, 320, Delhi Gate Bazar

Asaf Ali Road, New Delhi-110002

Dear Sir,

I, a client with Member M/s O. J. Commodities Brokers Pvt. Ltd. of NCDEX, MCX, Exchange undertake as follows:

- I am aware that the member has to provide physical contract note in respect of all the trades placed by me unless I myself want the same in the electronic form.
- I am aware that the member has to provide electronic contract note for my convenience on my request only.
- Though the Member is required to deliver physical contract note, I find that it is inconvenient for me to receive physical contract notes. Therefore, I am voluntarily requesting for delivery of electronic contract note pertaining to all the trades carried out/ ordered by me.
- I have access to a computer and am a regular internet user, having sufficient knowledge of handling the email operations.
- My Email Id is ..... This has been created by me and not by someone else.
- I am aware that this declaration form should be in English or in any other Indian language known to me.
- I am aware that non- receipt of Bounced mail notification by the member shall amount to delivery of the contract note at the above E mail Id.
- The above declaration and guidelines on ECN have 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.
- This declaration is valid till 31st March .....(yyyy)

[ 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.)**

Name of Client :

Address :

PAN :

Unique Client Code:

Yours faithfully

Signature of CLIENT :  .....

**Instruction:**

- This declaration format has be sent by the member to the client on the email id provided by the client while opening the trading account.
- The Client shall, on receipt of this email. Print the email ID as well as the declaration form.
- The hard copy of the declaration shall be filled by the client and submitted to the Member along with a signed hard copy of the email. The member shall acknowledge the receipt of the declaration from the client.
- The size of the font of this declaration must be at least 12.

**O.J. Commodities Brokers (P) Ltd.**

115, IJS Palace, 320, Delhi Gate Bazar,  
Asaf All Road, New Delhi-110002

Dear Sir,

1. The Member may set off outstanding in any of the Client's accounts against credits available or arising in any other accounts maintained with the Member irrespective of the fact that such credits in the accounts may pertain to transactions in any segment of the Exchange and/or against the value of cash margin or collateral shares provided to the Member by the Client.
2. The Member may keep all the securities / commodities which the Client may give to the Member in margin including the payout of commodities received, to use the commodities for meeting margin / other obligation in the exchanges in whatever manner which may include pledging of shares in favour of bank and / or taking loan against the same for meeting margin/ pay - in obligation on Client's behalf or for giving the same as margin to the Exchange.
3. Unless otherwise instructed the Member may retain Commodities in its Demat account for Client's margin/future obligations at the Exchanges.
4. Where the Client has relationship with the Member on more than one Commodity Exchange the Member will treat the relationship in all the commodity exchanges as co-extensive and may make transfer, make adjustments and/or set off a part or whole of the securities / Commodities placed as margin and/or any surplus funds in any of the account of the Client for any of the commodities exchanges against the outstanding dues payable, if any, by the Client in any of his account/s) maintained with Member. The Member shall have right of lien on the credit balance in any of account of the Client for dues against any other account of the Client. Any entries passed by the Member in accordance with this provision shall be binding on the Client.
5. Unless otherwise instructed in writing the Member may consider Client's telephonic instructions for order placing/order modification/order cancellation as a written instruction and give to the Client all the confirmation on telephone.
6. Trading of Commodities is in Electronic Mode, based on VSAT, leased line, ISDN, Modem and VPN, combination of technologies and computer systems to place and route orders. The Client understands that there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, of any such other problem/glitch whereby not being able to establish access to the trading system/ network, which may be beyond your control and may result in delay in processing or note processing buy or sell Orders either in part or in full. The Client shall bear all consequences of such problems/ glitch and shall not hold the Member responsible for it.
7. The Client confirms he will never sublet the trading terminal on any term of connectivity, from my place to any other place without the Member's prior written approval.
8. The Client agrees that if he fails to meet his funds pay-in obligation in respect of anyone or more commodities purchased by him before the scheduled pay-in date, the Member shall be at liberty to sell the commodities received in pay-out, in proportion to the amount not received, after taking into account any amount lying to the Client's credit, by selling equivalent commodities at any time after the scheduled Pay-in time on the Exchange. If the Member does not sell the commodities within live trading days after the date of Pay-in for any reason whatsoever, such commodities shall be deemed to have been closed out at closing price declared by the exchange for the fifth trading day. The Client agrees that the loss, if any, on account of the close out shall be to his account.
9. The Client further agrees that if he fails to deliver anyone or more commodities to the Member's pool account in respect of the commodities sold the Client before the pay-in date notified by the Exchange from time to time, such undischarged obligation(s) in relation to delivering anyone or more commodities shall be deemed to have been closed out at the auction price or closing price, as may be debited to him in respect of the commodity for the respective settlement, to the extent traceable to him on his failure to deliver; otherwise the closing price on the date of pay-out in respect of the relevant commodities, declared by the Exchange. The Client acknowledges that the loss, if any, on account of the close out shall be debited to his account. The Client further agrees that if for any reason,

schedule of pay-out is modified, the aforesaid shall be made applicable reckoning the actual date of pay-in and or pay-out, as the case may be.

10. The Client agrees that if he fails to meet his funds pay-in obligation in respect of anyone or more contracts purchased by him before the scheduled pay-in date, the Member shall be at liberty to square off any open position in the Client's account in proportion to the amount not received, after taking into account any amount lying to his credit, at any time after the scheduled Pay-in time on the Exchange. The Client agrees that the loss, if any, on account of the said squaring off shall be to the account of the Client. The Client acknowledges that the Member will make available the delivery against the Client's purchases only if there are no dues against the Client.

Any change in any of the above voluntary/non-mandatory clauses will have to be preceded by a notice of 15 days.

The Member and the Client understand that none of the above voluntary/non-mandatory clause is in contravention with the Rules/Business Rules/Notices/Circulars of Exchanges or FMC. If any of the above clauses or part thereof is found to be or becomes in such contravention, it shall be of no effect to the extent of contravention.

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

### AUTHORIZATIONS (VOLUNTARY)

To,  
**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002  
Dear Sir,

I am/We are dealing in commodities with you and in order to facilitate ease of operations, I/ we authorize you as under:

- 1. Authorization for payment of Depository Participant Charges:** I am having depository account with O.J.Financial Services Ltd. I request you to debit my trading Account against the demand raised by the depository division of O.J.Financial Services Ltd. towards my Depository Charges. I also agree to maintain the adequate balance in my trading account pay adequate advance fee for the said reason.
- 2. Authorization to retain Credit Balance:** I/We request you to retain credit balance in any of my/our account and to use the idle funds towards our margin/future obligations at the Exchanges unless I/we instruct you otherwise.
- 3. Authorization for communication of financial products:** I/We have opened an account with you and am/are interested in knowing about other financial products. I/We authorize you, your group companies and associates to keep me/us informed with any financial product which O.J.Commodities Brokers Pvt. Ltd., its group companies and associates presently issue, deal in, or distribute or may, from time to time, launch, issue, deal in or distribute; through E-mail, SMS, telephone, print media or otherwise. This is without legal obligation on you, your group companies and associates to so inform and you or they may, in their discretion, discontinue sending such information.
- 4. Running account authorization:** I/We am/are desirous of regularly dealing in commodity market on Commodity Exchanges and request you to maintain a running account for funds and commodities on/our behalf without settling the account on settlement of each transaction on my/our behalf. I/We further request you to retain all amounts payable and commodities receivable by me/us until specifically requested by me/us in writing to be settled or to be dealt with in any other manner. I/We understand and agree that no interest will be payable to me/us on the amounts or commodities so retained with you pending periodical settlement.
- 5. Authorization for not Providing Confirmation Slips:** I/We authorize you not to provide me/us Order Confirmation/Modification/Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/We shall get the required details from contract notes issued by you.

I/We can revoke any or all of the above authorizations at any time in writing.

Yours faithfully  
Signature of CLIENT :  .....

**(DOCUMENT IF APPLICABLE)**

**BOARD RESOLUTION(ON COMPANY'S LETTER HEAD)**

COPY OF THE RESOLUTION PASSED AT THE BOARD MEETING HELD ON AT THE REGISTERED OFFICE OF THE COMPANY

**RESOLVED** that an account for the purpose of trading in Commodities be opened with M/s O.J.Commodities Brokers Pvt. Ltd. (Member: - Multi Commodity Exchange of India Ltd., National Commodity & Derivatives Exchange of India Ltd.) here in after referred to as the Broker, for undertaking sale & purchase of Commodities on the said exchange(s).

Further **RESOLVED** that Shri \_\_\_\_\_ and/or Shri \_\_\_\_\_ Director/Authorised officials of the company, be and are hereby, authorized severally to do all such acts, deeds, things and sign all documents papers, authorizations, agreements etc. as may be necessary for opening and operating the said account with M/s O.J.Commodities Brokers Pvt. Ltd.

Further **RESOLVED** that the above mentioned Director/Authorised officials, be and are hereby, authorized severally, to give instructions on behalf of the Company, for conducting trading in Commodities for and on behalf of the Company.

Further **RESOLVED** that, the above resolution be communicated to M/s O.J. Commodities Brokers Pvt. Ltd. And shall remain in force until the same is cancelled or modified by the Board of Director, by another resolution that is communicated to M/s O.J.Commodities Brokers Pvt. Ltd.

S.No.	Name	Designation	Signature with Stamp

Certified true ccopy

For.....

(.....)

Director

**PREPARATION OF NEW AGGREMENT**

To,  
**O.J. Commodities Brokers (P) Ltd.**  
115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

**Sub: Preparation of New Agreement**

Sir,

This is request you to please prepare new KYC between O.J.Commodities Brokers Pvt. Ltd. & undersigned due to changes in formats . We started dealing with you with effect from \_\_\_\_\_. This new KYC will be effective from that date ie. with retrospectve effect. We are satisfied with the dealings with you

Signature of CLIENT :  .....



**INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY MEMBERS TO CLIENT (Voluntary)**

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

Client's Signature  .....



**FORMAT OF DECLARATION TO BE GIVEN BY PARTNERSHIP FIRM ON LETTER HEAD OF THE FIRM**

To,  
**O.J. Commodities Brokers (P) Ltd.**  
 115, IJS Palace, 320, Delhi Gate Bazar  
 Asaf Ali Road, New Delhi-110002

Dear Sir,

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

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

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

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

Name of Partners (in block letters)	Signature

**DECLARATION BY FIRM (Sole Proprietorship)  
 (To be obtained on letter head of the firm)**

To,  
**O.J. Commodities Brokers (P) Ltd.**  
 115, IJS Palace, 320, Delhi Gate Bazar  
 Asaf Ali Road, New Delhi-110002

Dear Sir,

I, \_\_\_\_\_ am the sole proprietor of the firm \_\_\_\_\_ and am solely responsible for the liabilities thereof. I shall advise you in writing of any change that takes place in the constitution of the firm and I will be personally liable to you for all the obligations that the firm may incur in the course of dealings with you and undertake to personally discharge such liabilities.

I understand that beneficiary account can not be opened with a depository participant in the name of a sole proprietorship firm as per regulations. To facilitates the operation of the above trading account with you and for the purpose of completing the commodity transfer obligation pursuant to trading operations, I authorize you to recognized the beneficiary account no. \_\_\_\_\_ with the depository \_\_\_\_\_ opened in the name of undersigned who is the proprietor of the firm.

The Cheques/ DDS may be issued by me from my individual account or my joint account with some on else. The said amounts so given shall be solely/ exclusively for credit to the account of my sole proprietorship firm M/s \_\_\_\_\_ with O. J. Commodities Brokers Pvt. Ltd. I shall not lay any claim whatsoever in future against O. J. Commodities Brokers Pvt. Ltd. for affording credit of such cheques/ DDs issued from my individual/ joint account credit of which has been provided by O. J. Commodities Brokers Pvt. Ltd. to the account of my proprietorship firm.

Signature of CLIENT :  .....

**FOR OFFICE USE ONLY**

**In Person Verification (IPV) Details**

Name of the person who has done IPV	
Designation:	
Employee ID:	
Date of IPV:	
Originals Verified and Self Attested Document copies received	<input type="checkbox"/>
<b>UCC Code allotted to the Client</b>	

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

Signature of the person  
who has done IPV

Signature of Authorized Signatory  
with Seal/Stamp of  
O.J.Commodities Brokers (P) Ltd.

Date :

**ACKNOWLEDGMENT (For Office record)**

**O.J. Commodities Brokers (P) Ltd.**

115, IJS Palace, 320, Delhi Gate Bazar  
Asaf Ali Road, New Delhi-110002

Dear Sir,

I/We hereby acknowledge receipt of copy of Client Registration documents from O.J.Commodities Brokers (P) Ltd., (the Member) which interalia contain :-

1. Brokerage Structure/ Tariff Seat,
2. Risk Disclosure Document. (RDD)
3. Right and Obligation of Member, Authorized Person and Clients as prescribed by FMC and Commodity Exchanges including Terms and Conditions as to Internet & Wireless Technology Based Trading Facility Provided by Member to the client.
4. Guidance Note- Do's and Dont's' for the clients.
5. Voluntary Authorisation/ Documents

I/We have fully understood each one of the above and filled the forms as per instructions contained therein. All of my/our queries have been satisfactorily clarified. I/We have also been provided photo copies of account opening documents signed by me/us after scrutiny and acceptance by the Member's. I/We shall be bound by all my/our obligations specified in above documents.

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

Signature of CLIENT :  .....

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

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



