



**Jamnadas Virji Shares & Stock Brokers Pvt Ltd**  
**CIN NO: U67120MH1997PTC111324**

**CLIENT REGISTRATION FORM**

Name of stock broker/trading member/clearing member: <b>Jamnadas Virji Shares &amp; Stock Brokers Pvt Ltd.</b>	
SEBI Registration No:	<b>BSE Capital Market: Clearing no: 339 SEBI No: INZ000247838</b> <b>BSE Derivatives: Clearing no: 339 SEBI No: INZ000247838</b> <b>NSE Capital Market: Clearing no: 11837 SEBI No: INZ000247838</b> <b>NSE Derivatives: Clearing no: 11837 SEBI No: INZ000247838</b> <b>MCX-SX: Clearing no: 42400 SEBI No: INZ000247838</b> <b>CDSL DP: SEBI REG NO: IN-DP-244-2004 DP ID: 034200</b>
Registered office address: <b>811/812, Stock Exchange Towers, Dalal Street, Fort, Mumbai – 400 001.</b>	
Ph: <b>022 – 22722970-74</b> Fax: <b>022-22722975</b> Website: <b>jvsons.com</b>	
Correspondence office address: <b>811/812, Stock Exchange Towers, Dalal Street, Fort, Mumbai – 400 001.</b>	
Ph: <b>022 – 22722970-74</b> Fax: <b>022-22722975</b> Website: <b>jvsons.com</b>	
Compliance officer name, phone no. & email id: <b>1. Bhavyesh Shah – 9920201320 – bhavyesh@jvsons.com</b>	
<b>2. Divyesh Shah – 9820048829 – divyesh@jvsons.com</b>	
CEO name, phone no. & email id: <b>Bhavyesh Shah – 9920201320 – bhavyesh@jvsons.com</b>	
For any grievance/dispute please contact stock broker <b>Jamnadas Virji Shares &amp; Stock Brokers Pvt Ltd.</b> at the above address or <b>email id- <a href="mailto:jvsons@jvsons.com">jvsons@jvsons.com</a></b> and Phone no. 022 22722970-74. In case not satisfied with the response, please contact the concerned exchange(s) at (i) <b><a href="mailto:is@bseindia.com">is@bseindia.com</a></b> and Phone no. 022 2272 8097. (ii) <b><a href="mailto:ignse@nse.co.in">ignse@nse.co.in</a></b> and Phone no. 022 26598190. (iii) <b><a href="mailto:investorcomplaints@mcx-sx.com">investorcomplaints@mcx-sx.com</a></b> and Phone no. 022 67318933/9000. (iv) <b><a href="mailto:investorcomplaints@useindia.com">investorcomplaints@useindia.com</a></b> and Phone no. 022 42444904/42444932.	
<b>Clearing Member details:</b>	
<b>NSE F&amp;O: Stock Holding Corporation of India Ltd</b> Sebi Reg No: <b>INF231133036</b> Address: <b>Plot No. P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai – 400 701. Tel: 61778067/68 Fax No: 61778070</b>	
<b>MCX – Currency Derivatives: IL &amp; FS Securities Services Ltd</b> Sebi Reg No: <b>INE261313337</b> Address: <b>Plot No. C-22, G Block, Bandra Kurla Complex, Bandra [E], Mumbai – 400 051. Tel: 43563729 / 43563731</b>	

**Annexure - 2**  
**KNOW YOUR CLIENT (KYC) APPLICATION FORM**

**→For Individuals**

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

Please fill this form in **ENGLISH** and in **BLOCK LETTERS**.

**A. IDENTITY DETAILS**

1. **Name of the Applicant:** \_\_\_\_\_
2. **Father's / Spouse Name:** \_\_\_\_\_
- 2a. **Mother's Name:** \_\_\_\_\_
3. **a. Gender:** Male / Female    **b. Marital status:** Single / Married    **c. Date of birth:** \_\_\_/\_\_\_/\_\_\_
4. **a. Nationality:** \_\_\_\_\_    **b. Status:** Resident Individual / Non Resident / Foreign National
5. **a. PAN:**

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**b. Aadhaar No, if any:** \_\_\_\_\_
6. **Specify the proof of Identity submitted:** \_\_\_\_\_

**B. ADDRESS DETAILS**

1. **Residence Address:** \_\_\_\_\_  
City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
2. **Contact Details:** Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email id: \_\_\_\_\_
3. **Specify the proof of address submitted for residence address:** \_\_\_\_\_
4. **Permanent Address** (if different from above or overseas address, mandatory for Non-Resident Applicant):  
\_\_\_\_\_  
City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
5. **Specify the proof of address submitted for permanent address:** \_\_\_\_\_

**DECLARATION**

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

X

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

(Originals verified) True copies of documents received

(Self-Attested) Self Certified Document copies received  
Date ...../...../..... 3

(.....)  
**Signature of the Authorised Signatory**  
**Seal/Stamp of the intermediary**

**OTHER DETAILS**

1. **Gross Annual Income Details (please specify):** Income Range per annum: (please tick)

Below Rs 1 Lac	1 Lac - 5 Lac	5 Lac-10 Lac	10Lac - 25Lac	> 25Lac
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or

**Net-worth as on** (date) ...../...../..... (dd/mm/yyyy): \_\_\_\_\_

(Rupees \_\_\_\_\_) (\*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/ Agriculturist/ Retired/ Housewife/ Student/ Others \_\_\_\_\_

3. **Please tick, if applicable:** Politically Exposed Person (PEP)/ Related to a Politically Exposed Person (PEP)

4. **Any other information:** \_\_\_\_\_

Annexure – 3

**TRADING ACCOUNT RELATED DETAILS**

*For Individuals & Non-individuals*

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

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

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

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

**C. TRADING PREFERENCES**

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

Exchanges	Segments	
<b>BSE</b>	<input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
	<b>CASH</b>	<b>F&amp;O</b>
<b>NSE</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<b>CASH</b>	<b>SIGN HERE IF YOU WANT TO TRADE IN F&amp;O</b>
<b>MCX-SX</b>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	<b>CURRENCY DERIVATIVES</b>	

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

**D. PAST ACTIONS**

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

**E. DEALINGS THROUGH ~~SUB-BROKERS~~ AND OTHER STOCK BROKERS**

- If client is dealing through the sub-broker, provide the following details:  
Sub-broker's Name: ..... SEBI Registration number: .....  
Regd. office address: ..... Ph: ..... Fax: ..... Website: .....
- Whether dealing with any other stock broker/sub-broker (if case dealing with multiple stock brokers /sub-brokers, provide details of all)  
Name of stock broker: ..... Name of Sub-Broker, if any: .....  
Client Code: ..... Exchange: .....  
Details of disputes/dues pending from/to such stock broker/~~sub-broker~~: .....

**F. ADDITIONAL DETAILS**

- Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (please specify):.....  
Specify your Email id, if applicable: .....
- ~~Whether you wish to avail of the facility of internet trading/ wireless technology (please specify): .....~~
- Number of years of Investment/Trading Experience: .....
- In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorized to deal in securities on behalf of company/firm/others:  
.....
- Any other information: .....

**G. INTRODUCER DETAILS (optional)**

Name of the Introducer: .....  
(Surname) (Name) (Middle Name)  
Status of the Introducer: ~~Sub-broker~~/Remisier/Authorized Person/Existing Client/Others, please specify.....  
Address and phone no. of the Introducer: .....  
..... Signature of the Introducer: .....

**~~H. NOMINATION DETAILS (for individuals only)~~**

~~I/We wish to nominate~~ ..... ~~I/We do not wish to nominate~~ .....  
Name of the Nominee: ..... Relationship with the Nominee: .....  
PAN of Nominee: ..... Date of Birth of Nominee: .....  
Address and phone no. of the Nominee: .....

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

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

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

Name ..... Name .....  
Signature ..... Signature .....  
Address ..... Address .....

**DECLARATION**

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

X

Place -----

Date -----

-----  
**Signature of Client/ (all) Authorized Signatory (ies)**

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**FOR OFFICE USE ONLY**

UCC Code allotted to the Client: -----

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

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

.....

**Signature of the Authorised Signatory**

**Seal/Stamp of the stock broker**

Date ...../...../.....

**TARIFF SHEET**  
**BROKERAGE & STATUTORY CHARGES**

Further, I/We agree to the following terms of doing business:

**BROKERAGE CHARGES**

Segment	Sq off %		Sq off Min (ps)		Delivery %	Delivery Min (ps)
	BUY	SELL	BUY	SELL		
BSE – CM						
BSE – F&O	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX
NSE – CM						
NSE -- F&O						
MCX – SX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX

Also, I / We agree & understand that all other **Statutory charges**, as applicable, will be levied as per actuals.

X

\_\_\_\_\_

**Signature of the Applicant**

\_\_\_\_/\_\_\_\_/\_\_\_\_

**Date**

FOR OFFICE USE ONLY						
U C C	To be inserted	By the	Brokerage firm:			
	NAME		Signature	Date		
Authorized by						
Entered by						

**VOLUNTARY / NON – MANDATORY**  
**RUNNING ACCOUNT AUTHORISATION**

From: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To:

Jamnadas Virji Shares & Stock Brokers Pvt Ltd.  
811/812, Stock Exchange Towers, Dalal Street,  
Fort, Mumbai – 400 001.

Sir / Madam,

I/We am/are dealing through you as a client in various market segments of stock exchange(s) and in order to facilitate ease of operations and upfront requirements of margins for our trades, I/we authorize you as under:

1. I/We request you to maintain running balance in my/our account and retain the credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) in any segment(s) of the Exchange(s)/Clearing Corporation unless I/we instruct you otherwise in writing.
2. I/We request you to retain securities with you for my/our margin/pay-in/other future obligation(s) in any segment(s) of the Exchange(s)/Clearing Corporation, unless I/we instruct you in writing to transfer the same to my/our account, as per SEBI/Stock Exchange guideline.
3. I/We request you to settle my funds and securities accounts once in **every calendar quarter\*/calendar month** or such other period as allowed by SEBI/Stock Exchange from time to time except the funds given towards collaterals/margin in the form of Bank Guarantee and/or Fixed Deposit Receipt or such other exceptions as may be allowed by SEBI/ Stock Exchange from time to time.
4. You may retain the requisite funds towards our any outstanding obligations on the settlement date and may also retain the funds expected to be required to meet margin obligations for next 5 trading days or for any such number of days as may be allowed by SEBI/Stock exchange from time to time, calculated in the manner specified by the Exchange.
5. I/We confirm that I/we will bring to your notice any dispute arising from the statement of Settlement of Account (funds and/or securities) or settlement so made, in writing, within 7 working days from the date of receipt of funds / securities or statement of Settlement of Account (funds and/or securities) or statement related to it, as the case may be, at your registered office.
6. I/We have willingly and voluntarily issued this Running Account Authorization for my/our own convenience and I/we shall not claim any interest on the funds and/or securities kept as such with you.
7. I/We confirm that I/we can revoke the above mentioned authority any time by giving instruction in writing.

Thanking you.

Truly yours,

X

\_\_\_\_\_  
(Signature) *To be signed by the client only*

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

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

- *Strike whatever is not applicable*

## ACKNOWLEDGEMENT

To,  
Jamnadas Virji Shares & Stock Brokers Pvt Ltd.  
811/812, P J Tower, Dalal Street, Fort,  
Mumbai – 400 001.  
Tel: 022 - 22722970 – 74

Dear Sir / Madam,

I / We hereby confirm that I / We have received a copy of the following documents:

**CLIENT CODE:** \_\_\_\_\_

S. No.	Name of the	Brief Significance of the Document	Page No's
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	1-2
		B. Document captures the additional information about the constituent relevant to trading account and an instruction / check list.	3-7
2	Rights and Obligations	Document stating the Rights & Obligations of stock broker/ trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	8-12
3	Risk Disclosure Document	Document detailing risks associated with dealing in the securities market.	13-16
4	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	17-18
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker <i>(to be added by the stock broker)</i> .	19-21
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s) <i>(to be added by the stock broker)</i> .	22
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
7	Running A/c Letter	Running A/c Letter	23
8	PMLA Write up	PMLA Write up	24-27
9	M I T C	Most Important Terms & Conditions	

X

\_\_\_\_\_

**Signature of the Applicant**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

**INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM A.****IMPORTANT POINTS:**

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

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

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

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

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

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

notarized and/or apostiled or consularised) that gives the registered address should be taken

3

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

**D. Exemptions/clarifications to PAN**

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

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50, 000/- p.a.
5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

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

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

Types of entity	Documentary requirements
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in securities market.</li> <li>• Authorised signatories list with specimen signatures.</li> </ul>
<b>Partnership firm</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• Copy of Trust deed.</li> <li>• List of trustees certified by managing trustees/CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank pass-book/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>

<b>Unincorporated association or a body of individuals</b>	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document.</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Banks/Institutional Investors</b>	<ul style="list-style-type: none"> <li>• Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Foreign Institutional Investors (FII)</b>	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/ Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

### INSTRUCTIONS/ CHECK LIST

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

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

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

2. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals:
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.
5. For non-individuals:
  - a. Form need to be initialized by all the authorized signatories.  
Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/firm/others and their specimen signatures.

**Annexure - 1**  
**ACCOUNT OPENING KIT**  
**INDEX**

<b>S. No.</b>	<b>Name of the Document</b>	<b>Brief Significance of the Document</b>	<b>Page No's</b>
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	<b>1-2</b>
		B. Document captures the additional information about the constituent relevant to trading account and an instruction / check list.	<b>3-7</b>
2	Rights and Obligations	Document stating the Rights & Obligations of stock broker/ trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	<b>8-12</b>
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	<b>13-16</b>
4	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	<b>17-18</b>
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker <i>(to be added by the stock broker)</i> .	<b>19-21</b>
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s) <i>(to be added by the stock broker)</i> .	<b>22</b>
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
7	Running A/c Letter	Running A/c Letter	<b>23</b>
8	PMLA Write up	PMLA Write up	<b>24-27</b>
9	Acknowledgement of KYC	Acknowledgement of KYC	<b>28</b>
10	M I T C	Most Important Terms & Conditions	

**LETTER FOR CORR ADDRESS**

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TO WHOMSOEVER IT MAY CONCERN**

This is to state that I/we know \_\_\_\_\_ since past \_\_\_\_ years and have no objection, if all correspondences are received at my / our below mentioned address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yours truly,

\_\_\_\_\_

**VOLUNTARY / NON - MANDATORY**  
**ACTUAL SETTLEMENT OF FUNDS / SECURITIES**

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

Jamnadas Virji Shares & Stock Brokers Pvt Ltd.

811/812, P J Tower, Dalal Street, Mumbai - 1.

Sir / Madam,

As per the recent clarification given by the Exchanges with regards to **ACTUAL SETTLEMENT OF FUNDS / SECURITIES** & as permitted therein, I / We, hereby authorise JAMNADAS VIRJI SHARES AND STOCK BROKERS PVT LTD, to retain any amount upto **Rs. 10,000/- [ Rupees Ten thousand only]** , in order to facilitate ease of operations and upfront requirements of margins for my/our trades.

Thanking you,

Your's truly

\_\_\_\_\_

(To be signed by the client only)

Client name: \_\_\_\_\_

Client code: \_\_\_\_\_

**ONLY FOR NRI**

Date:

From:

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To:

**Jamnadas Virji Shares & Stock Brokers Pvt Ltd.**

**811/ 812, Stock Exchange Tower,**

**Dalal Street, Fort, Mumbai – 400 001.**

Dear Sir,

**Sub: FEMA Declaration**

**Ref: My Trading Account No. \_\_\_\_\_.**

**My Demat A/c No. \_\_\_\_\_**

This has reference to my trading account under NRI- Repatriable / Non Repatriable / Foreign National category.

I hereby declare that I have complied and will continue to comply with FEMA Regulations OF RBI.

Your's truly

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(To be signed by the client only)

Client name: \_\_\_\_\_

Client code: \_\_\_\_\_

## FATCA / CRS declaration for Individuals

**Details of individuals including additional FATCA & CRS information  
(Please provide details of all joint holders) – all fields are mandatory**

1	Name	
2	Customer ID	
3	Address of tax residence <b>(including city, state, country and pin code)</b>	
4	Address Type	<b>(Residential or Business or Registered Office)</b>
5	Gender	
6	Nationality	
7	Citizenship	
8	Place of Birth	
9	Country of Birth	
10	Birth Date	<b>(in DD/MM/YYYY format)</b>
11	PAN	
12	Identification Type (Documents submitted as proof of individual of the individual) <sup>1</sup>	
13	Aadhaar Number	
14	Father's Name	
15	Spouse's Name	
16	Telephone/mobile number with ISD code	
17	Occupation Type (Business, Service or Others)	

Please tick the applicable tax resident declaration: **(Any one)**

- Individual is a tax resident of India and not resident of any other country      **OR**
- Individual is a tax resident of the country/ies mentioned in the table below

Please indicate the country/ies in which the individual is a resident for tax purposes and the associated Tax ID Number below:

Country of Residence <sup>2</sup>	Tax Identification Number	Identification Type (TIN or Other <sup>3</sup> , please specify)



<sup>1</sup> Passport, Election ID card, PAN Card, ID Card, Driving License, UIDAI Letter, NREGA Job card, Others

<sup>2</sup> To include US, where individual is a US citizen or green card holder

<sup>3</sup> In case Tax Identification Number is not available, kindly provide functional equivalent

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

To,  
Jamnadas Virji Shares & Stock Brokers Pvt Ltd  
811-812, Stock Exchange Tower  
Dalal Street, Fort, Mumbai 400001.

Dear Sir/s,

**Re.: Authority to deal on my/our behalf**

I / We, \_\_\_\_\_ (PAN : \_\_\_\_\_) am / are having trading account with you vide client code: \_\_\_\_\_ for dealing in securities on BSE / NSE through you.

I / We hereby appoint/authorise \_\_\_\_\_, having PAN: \_\_\_\_\_, to place orders, by whatever means deemed fit by him / her, for dealing in securities on my / our behalf with you.

All actions or omissions and decisions relevant for this purpose taken by him / her are binding on me / us and I / we accept the same without any resistance. You shall not be held responsible whatsoever in matters of his / her dealings with you on my / our behalf.

I / We hereby undertake to indemnify you and I / we agree to carry out all and every act(s) that may be required to fulfill my/our all obligation(s) with you arising out of the orders placed or orders omitted to be placed with you by him / her on my / our behalf.

This authorisation is valid till revoked in writing. Notwithstanding my / our, this authorisation to him / her, I / we may still deal with you personally. I / We hereby give my / our consent for recording all my / our oral and / or written interactions / communications with you.

Client Sign: \_\_\_\_\_

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

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

I agree and accept

\_\_\_\_\_  
Authorised Representative