

CLIENT RECKONER

ORTEM SECURITIES LIMITED

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MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES

Section - A

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

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

CLIENT INFORMATION

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

MARGINS

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

12. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

TRANSACTIONS AND SETTLEMENTS

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

BROKERAGE

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

LIQUIDATION AND CLOSE OUT OF POSITION

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

DISPUTE RESOLUTION

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

TERMINATION OF RELATIONSHIP

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

ADDITIONAL RIGHTS AND OBLIGATIONS

30. The stock broker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stock broker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.

33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stock broker shall send a complete `Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, inter- alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stock broker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.

ELECTRONIC CONTRACT NOTES (ECN)

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

LAW AND JURISDICTION

43. In addition to the specific rights set out in this document, the stock broker, sub-broker and the client shall be entitled to exercise any other rights which the stock broker or the client may have under the Rules, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
44. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines and circulars/notices issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.
45. The stock broker and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal within the stock exchanges, if either party is not satisfied with the arbitration award.
46. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.
47. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
48. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY STOCK BROKER TO CLIENT

(All the clauses mentioned in the 'Rights and Obligations' document(s) shall be applicable. Additionally, the clauses mentioned herein shall also be applicable.)

1. Stock broker is eligible for providing Internet based trading (IBT) and securities 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 stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through the Stock broker'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/securities 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 stock broker.
6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker'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/securities 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 stock broker 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 stock broker 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 Stock broker and the Exchange do not make any representation or warranty that the Stock broker'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 Stock broker on account of any suspension, interruption, non-availability or malfunctioning of the Stock broker'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/Stock brokers/Exchange end for any reason beyond the control of the stock broker/Exchanges.

Section - B

RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS

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

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

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

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

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

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

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

1. BASIC RISKS:

1.1 Risk of Higher Volatility:

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

1.2 Risk of Lower Liquidity:

Liquidity refers to the ability of market participants to buy and/or sell securities / derivatives contracts expeditiously

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

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

1.3 Risk of Wider Spreads:

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

1.4 Risk-reducing orders :

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

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

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

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

1.5 Risk of News Announcements:

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

1.6 Risk of Rumors :

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

1.7 System Risk:

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

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

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

1.8 System/Network Congestion :

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

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

2.1 Effect of "Leverage" or "Gearing":

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

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

- A. Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index / derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.
- B. If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stock broker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.
- C. Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e. when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.
- D. In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- E. You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

2.2 Currency specific risks :

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

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

2.3 Risk of Option holders:

1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short period of time. This risk reflects the nature of an option as a wasting asset which becomes worthless when it expires. An option holder who neither sells his option in the secondary market nor exercises it prior to its expiration will necessarily lose his entire investment in the option. If the price of the underlying does not change in the anticipated direction before the option expires, to an extent sufficient to cover the cost of the option, the investor may lose all or a significant part of his investment in the option.
2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

2.4 Risks of Option Writers :

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.
3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

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

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

4. GENERAL

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

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

Section - C

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

BEFORE YOU BEGIN TO TRADE

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

TRANSACTIONS AND SETTLEMENTS

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

securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.

- c) On the date of settlement, the stock broker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.
 - d) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.
14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/details of the Transactions through SMS or email, by the end of the trading day, from the stock exchanges.

IN CASE OF TERMINATION OF TRADING MEMBERSHIP

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

DISPUTES/ COMPLAINTS

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

Section - D

POLICIES AND PROCEDURES OF ORTEM SECURITIES LIMITED

A. Refusal of Orders for penny stocks / illiquid securities :

1. Trading of shares in the secondary market is the outcome of various factors which includes demand and supply of Equity Shares. The shares derive their value through the price at which others are willing to buy / sell. In the absence of buyer/ sellers, the shares become illiquid. The risk of liquidity is inherent while investing in securities.
2. There is no standard definition of penny stock. However when there is an extreme fluctuation in the price either positive or negative of illiquid stock, without a history of volume trade, such stocks are classified as "Penny Stock". Penny stocks / illiquid securities are generally understood to be of stocks, quoted below Rs 10.
3. The order of a Client shall be refused by Trading Member when it appears that:
 - a. If the dealing amounts to manipulation of the price of the security.
 - b. If the dealing creates false or misleading appearance of trading in the securities market.
 - c. If the dealing in the security is not intended to effect transfer of beneficial ownership but intended to operate only as a device to inflate, depress or cause fluctuations in the price of the penny stock for wrongful gain or avoidance of loss.
4. It is advised to the Client that before investing into any stock, suitable investment advice be taken from their investment consultant, as prices of penny stocks/ illiquid securities are highly volatile and any investment may result in unexpected gain / losses.
5. The Trading Member at its sole discretion may refuse the trading of "Penny Stock/ Illiquid Securities and Z Group Securities" subject to rules, regulations, articles, byelaws, circulars, directives and guidelines of SEBI and Exchanges as well as considering the prevalent market and other circumstances at related point of time.
6. The Exchange publishes the list of Penny Stock/ Illiquid Securities from time to time. Investors are requested to refer the circulars of Exchange towards Penny Stock(s) / Illiquid Securities.
7. As a part of Risk Management System, the Trading Member would restrict its Clients to buy / sell in penny stocks / illiquid securities only on the basis of 100% upfront margin and on delivery basis. Also Trading Member have / may have in place further restrictions in terms of quantity / value in each / all penny stock / illiquid securities.

B. Setting up of Client's exposure limits :

1. At the time of entering into agreement with the Clients the Trading Member based on risk management, shall set Client's exposure limits to which Client is required to agree and abide by the exposure limits set by the trading member from time to time subject to the availability of funds in their accounts and margins given by them in form of cash, FDRs, BGs, Shares etc also.
2. The notional value of gross open positions which comprises all purchases /sales of different shares/ derivatives shall not exceed on a ratio to be determined by the members based on Client's credit balance in the ledger and other collateral provided by the Client.
3. The ratio shall largely depend upon Client or of Client's trade history / experience, his financial capacity / credit worthiness and referrals. Further, Clients ledger credit balance, margin, and pledged stock as well as margin amount etc is also being considered. The limit can be increased / decreased based on credit balance of funds / securities along with existing exposure and other criteria at the Trading Member's sole discretion.

4. A Clients' exposure limit can be reduced during extra ordinary fluctuation in the market.
5. The exposure limits set by the Trading Member does not by itself create any right for the Client and are liable to be withdrawn at any time without notice and the Client shall bear the loss on account of withdrawal of such limits. The Client agrees to compensate the Trading Member in the event of the Trading Member suffering any loss, harm or injury on account of exposure given and / or withdrawn.
6. In case of derivatives, Clients shall be allowed to trade only upto the applicable Client wise position limits set by the Exchange / Regulators from time to time. The Trading Member may from time to time demand additional margin from the Client in the form of funds or securities if there is a requirement for the same and the Client shall be required to provide the same.

C. Applicable brokerage rate:

1. The Trading Member discloses that it shall charge a brokerage at a rate being agreed by the Client with the Trading Member (including its branches or sub-brokers) depending upon market circumstances, volume of transaction, credit history, nature of trade or as may be agreed between the Trading Member and the Client .The maximum brokerage chargeable by the Trading Member in relation to trades effected in the securities admitted to dealings on the Capital Market segment of the Exchange shall be in accordance with the maximum brokerage as prescribed by the Exchange / SEBI..
2. On Options Contract the Trading Member will charge brokerage on the premium amount at which the option contract was bought or sold and not on the strike price of the option contract subject to maximum brokerage as regulated by Exchange / SEBI.
3. The Client would also be liable to reimburse/pay in addition to brokerage all other charges imposed by the Exchange / SEBI / Government Authorities / other Regulatory Authorities as reimbursement of charges.
4. The Trading Member shall also charge administrative cost (which shall include the brokerage at the rate applicable in those cases where the brokerage amount is lower than the aforesaid amount) to their respective Clients, per contract note.

D. Imposition of penalty or delayed payment charges :

1. The Clients are requested to settle the pay-in / provide margin within the limits provided by Exchanges / SEBI / Company's risk management system. In case the Client fails to provide the same within the prescribed time , delayed payment charges shall be levied on the Client's account on any delayed payments towards trading either in the cash or in derivative segment or on account of any other reason beyond the due date of payment as may be prescribed by the Trading Member. Such delayed payment charges shall be directly debited to the account of the Client at the end of every month. This is only a penal measure and brings in discipline in the Clients to clear the dues in time as the Trading Member have to clear their obligations to the Exchange as per the time limits set by the Exchanges. The Trading Member reserves the right of imposition of delayed payment charges on the Client account and the Client shall be liable for payment of such charges at such rate as may be prescribed from time to time.
2. The Trading Member reserves its right to impose penalty on Client defaulting his / her obligations towards securities and funds. This penalty shall be over and above the interest payable for delayed payments.
3. The Shortfall on margin payment will attract the penalty as prescribed by the Exchange from time to time basis.

E. Right to sell Clients securities or close Clients positions, without giving notice to the Client on account of non payment of dues. (Limited to settlement / margin obligation) :

1. As a part of Risk Management System, the Trading Member shall have the sole discretion to square off the open position of the Client and / or sell Client's securities (including securities maintained as margin with the Trading Member and securities lying in Client's beneficiary /demat account) in case the Client fails to

meet its settlement / margin obligations in time. The specific securities to be sold and the positions to be squared off shall be decided solely by the Trading Member. The square off of Client's open position or the selling of securities may be executed on such Exchanges and at such price as may be decided by the Trading Member. The Trading Member shall have no obligation of communicating the same to the Client. The Trading Member shall not be responsible for any losses incurred by the Client due to such squaring off of the open position of the Client. The Trading Member reserves the right to square off Client's open positions or sell Client's securities under following circumstances:

- i. Where the limits given to the Client have been breached.
 - ii. Where the Client has defaulted on their existing obligation towards margins and / or have failed to make payments /deliver securities to Trading Member within stipulated time period as may be prescribed by the Trading Member.
 - iii. Where the margin or security placed by the Client with the Trading Member falls short of the applicable minimum margin as may be required to be maintained by the Client.
 - iv. Where Mark to Market Loss on the open position has reached the stipulated % of the margins placed with the Trading Member and the Client (s) have not taken any steps either to replenish the margin or reduce the Mark to Market Loss.
 - v. If the open position is neither squared off nor converted to Delivery by Client (s) within stipulated time wherever feasible.
2. If the Client becomes indebted to the Trading Member due to dishonor of cheque issued by him / her to meet the margin requirement held by the Trading Member or towards the transaction done, the Trading Member shall be at liberty to close all open position of the Client.
 3. The Trading Member may sell the securities in case the Client's deposit in the margin account (after adjusting MTM losses) falls short than the total margins payable by such Client as per requirements.
 4. In case of purchases on behalf of Client, the Trading Member shall be at liberty to close out the transactions by selling the securities, in case the Clients fails to make the full payment to the Trading Member for the execution of contract within 2 days from the trade date or before pay-in day (as fixed by Stock Exchange) whichever is earlier. The loss incurred in this regard, if any, will be met from the margin money of that Client.
 5. Even after regular reminders, if Client fails to make the payment of the margin money or pay-in amount, then the Trading Member would square off his / her / their position.

When the account of the Client is closed out as specified above or as provided in Byelaw, the Trading Member shall immediately send notice of such closing-out to their Client and any amount due on such closing-out shall be immediately payable by the Client.

6. The Trading Member may close out all open transactions on account of a Client who has died and the balance due on such closing out shall be payable on the ensuing due date of payment in respect of such contracts subject to Rules, Regulations and Bye Laws of Exchange.
7. The Trading Member may close out all open transactions on account of a Client who becomes bankrupt or insolvent with his creditors and balance on such closing out shall be payable on the ensuing due date of payment in respect of such contracts.

F. Shortages in obligations arising out of internal netting of trades:

1. If a selling Client fails to deliver his security obligation according to Exchange's pay-in schedule, the following situations may arise:

The pay-in securities obligation arises towards Exchange (which is not an internal shortage) and hence the shortage will move into auction system of Exchange. The auction value plus charges will be borne by the Client solely.

The pay-in securities obligation arises towards the pay-out to another buying Client and this shortage which arises would be termed as Internal Shortage of Securities.

2. When an internal shortage of securities, as discussed above, arises:
 - a. In case of shortages in obligations arising out of internal netting of trade, short shares are brought in the market at market rate in the defaulter client code. Shares are delivered to the buyer client on payout day. The ledger of the client who failed to deliver shares is debited for such market purchase.
 - b. In case of failure to give delivery and the securities are not available from the auction settlement the deal should be closed as the higher price prevailing during the relevant trading period i.e. from the beginning of the trading day till the date of closing out as per regulations prescribed by the Exchange /SEBI
 - c. No sale of securities is permitted against previous day purchase. If any Client does so the same will be at his/ her risk and cost will be borne by the Client himself.
3. A Client, who fails to give delivery and/or make payment in accordance with the transaction done by him / her subject to Rules, Bye-laws and Regulations of the Exchange, shall be liable to pay/compensate for any losses or damages which we may incur as a result of closing out of the transactions (which in broader sense means the highest between the highest price recorded in that scrip on the Exchange in the settlement and upto the date of auction/close out or above such percentage as may be prescribed by the Exchange / SEBI.
4. In case of close out for scrips which have been indefinitely suspended/ delisted, the reference price would be twenty-six weeks average traded price while the close out mark would be 20%.

G. Conditions under which Client may not be allowed to take further positions or broker may close existing positions of Client :

In addition to the conditions as provided under the policy of right to sell securities, the Trading Member shall have the liberty to refuse execution of any trade or not to allow the Client to take further position and close out the existing position of such Client.

The circumstances under which the Client may not be allowed to take further positions are as follows:

a. All Market Segment:

When the Client is not having adequate margins to meet his / her obligations.

b. Capital Market Segment:

- i. When the Client is unable to meet his / her pay-in obligation.
- ii. Due to dishonor of cheque issued by the Client.

c. Derivative Market Segment:

- i. When the Client is unable to meet mark to market margin shortfall on T+1 day.
- ii. When the "open position" in a contract exceeds market wide cut-off limits, the Trading Member shall not allow the Clients to take further positions.

Where "Open Positions" means any stock or underlying equity which is owned by the Client. A Client may have several open positions which fluctuate in value as per changing market conditions. An open position becomes a closed position when the stock is sold or the open position is set-off (in case of short sale).

- iii. If the exchange is not allowing any further position in that scrip and if broker's limit of taking exposure in that particular scrip comes to an end.
- d. It would be the duty of the Client to monitor his / her position with the Trading Member from time to time. In case of any delay or failure in meeting any obligation, margin requirements etc. from Client side, the Trading Member shall close the existing position without any further intimation to the Client and any loss which would occur in due course will be borne by the Client himself.

H. Temporarily suspending or closing of Client's account at the Client's request:

1. The Trading Member may carry a periodic review of the Client account and shall temporarily suspend Client's trading account from further dealing in the securities under following circumstances:
 - a. When the Client has not cleared the uncovered debit.
 - b. Dormant or inactive status of Client account beyond a time limit of 11 months as decided by the Trading Member.
 - c. In order to reactivate the account, Client needs to make an application in writing in advance at the Trading Member's head office. The account may be reactivated subject to fulfillment of conditions as the Trading Member may consider fit and proper.
 - d. If the Client does not undertake any transaction for 11 continuous months in any the financial year then such client's account shall be marked as "Inactive/Dormant".

The said account can be reactivated on receipt of a written request from the Client along with a copy of PAN card, copy of latest financial statement, copy of latest bank statement / passbook and any other necessary documentary evidence for any change in information provided in KYC at the time of registration along with written request.

2. The account of the Client shall be closed on receipt of written request from the Client specifying the reasons to close the account. If the reasons given are justified then the account of that Client is suspended after effecting the settlement of the account.

Conditions under which the account of the client may be closed out are as follows:

- a. When a Client is reported to have expired his accounts will be closed out.
- b. Due to non-updation of Client's details to the Trading Member.

I. Deregistration of a Client:

A Client shall be deregistered upon fulfillment of the following conditions:

- a. On receipt of the specific request from the Client to deregister himself and to close his account.
- b. On the death / lunacy or other disability of the Client.
- c. If there is any commencement of a legal process against the Client under any law in force.
- d. If the Client has made any material misrepresentation of facts, including (without limitation) in relation to the Security.
- e. If the action of the Client are prima facie illegal / improper or such as to manipulate the price of any securities or disturb the normal / proper functioning of the market, either alone or in conjunction with others.
- f. If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client.

- g. If the Client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company , goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking.
- h. If the Client being an partnership firm, has any steps taken by the Client and / or its partners for dissolution of the partnership.
- i. If the Client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution.
- j. If there is any reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts, as they become payable.
- k. If the Client suffers any adverse material change in his / her / its financial position or defaults in any other agreement with the Trading Member.
- l. If the Client is in breach of any term, condition or covenant of this Agreement.
- m. If any covenant or warranty of the Client is incorrect or untrue in any material respect.
- n. If there is no transaction in the Client's account in next three financial years from the financial year in which the said account was opened.

Section - E

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/Gazette 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 apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

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

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

E. List of people authorized to attest the documents:

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

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

Types of entity	Documentary requirements
Corporate	<ul style="list-style-type: none"> . Copy of Audited Statement of Accounts for the last 2 financial years (to be submitted every year). . Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year). . PAN in the name of the Company. . Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. . Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. . Copies of the Memorandum and Articles of Association and certificate of incorporation. . Copy of the Board Resolution for investment in securities market. . Authorized signatories list with specimen signatures. . Declaration under PMLA, 2002. . Latest copy of Income Tax Acknowledgement.
Partnership firm	<ul style="list-style-type: none"> . Copy of Audited Statement of Accounts for the last 2 financial years (to be submitted every year). . Certificate of registration (for registered partnership firms only). . Copy of partnership deed. . PAN in the name of Partnership firm. . Authorized signatories list with specimen signatures. . Photograph, POI, POA, PAN of Partners. . Latest Copy of Income Tax Acknowledgement.
Trust	<ul style="list-style-type: none"> . Copy of Audited Statement of Accounts for the last 2 financial years (to be submitted every year). . Certificate of registration (for registered trust only). . Copy of Trust deed. . List of trustees certified by managing trustees/CA. . PAN in the name of the Trust. . Photograph, POI, POA, PAN of Trustees. . Latest copy of Income Tax Acknowledgement.
HUF	<ul style="list-style-type: none"> . PAN of HUF. . Deed of declaration of HUF/ List of coparceners. . Bank pass-book/bank statement in the name of HUF. . PAN in the name of HUF. . Latest copy of Income Tax Acknowledgement. . Photograph, POI, POA, PAN of Karta.
Unincorporated association or a body of individuals	<ul style="list-style-type: none"> . Proof of Existence/Constitution document. . Resolution of the managing body & Power of Attorney granted to transact business on its behalf. . Authorized signatories list with specimen signatures.
Banks/Institutional Investors	<ul style="list-style-type: none"> . Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. . Authorized signatories list with specimen signatures.

Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> · Copy of SEBI registration certificate. · Authorized signatories list with specimen signatures.
Army/ Government Bodies	<ul style="list-style-type: none"> · Self-certification on letterhead. · Authorized signatories list with specimen signatures.
Registered Society	<ul style="list-style-type: none"> · Copy of Registration Certificate under Societies Registration Act. List of Managing Committee members. · Committee resolution for persons authorized to act as authorized signatories with specimen signatures. · True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

ADDITIONAL DOCUMENT IN CASE IF TRADING IN DERIVATIVES SEGMENTS

1. Illustrative list:

Copy of ITR Acknowledgement (Copy of latest Acknowledgement ITR)

Copy of Latest Annual Accounts

In case of salary income - salary slip, copy of Form 16

Copy of Net worth certificate

Copy of latest quarterly / monthly Demat holding statement

Copy of 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.

DISCLOSURE INFORMATION

Sub : Disclosure of Proprietary Trading

To increase transparency in the dealings between us as a Trading Member and you as a Client we do hereby disclose that apart from Client based business in National Stock Exchange and Bombay Stock Exchange, we also do proprietary based trading (self account). You are requested to please take a note of the same.

VOLUNTARY DOCUMENTS AS PROVIDED BY ORTEM SECURITIES LTD

Section - F

GENERAL TRADE INFORMATION

1. The Member reserves the right of refusing to execute any particular transaction in case Margin is insufficient, and it shall be at the discretion of the Member to amend or change from time to time as the Member deems fit any of the terms and condition recorded in this agreement.
2. The Client agrees that the Member shall not be liable or responsible for non-execution of the orders of the Client due to any link / system failure at the Client / Member / Exchange end.
3. The Client shall be required to pay brokerage on the deals executed at his behest at such rate as may be decided from time to time by the Member and depending on the Exchange on which the deal is executed.
4. The Client would also be liable to reimburse / pay in addition to brokerage the following:
 - a. Transaction charge
 - b. Securities Transaction Tax
 - c. Stamp Duty
 - d. Service Tax (including cess)

Apart from above, the Company shall also charge Rs 15 as minimum amount of administrative cost (which shall include the brokerage at the rate applicable in those cases where the brokerage amount is lower than the aforesaid amount) to our respective clients, per contract note.

5. The Member shall not be liable for any loss, which may arise if it is prevented from discharging its obligations due to any causes arising out of or related to any Act of God or Act of State, or any such unforeseen circumstances outside the control of the Member.
6. The Member reserves the right to withhold / adjust the payment of the Client arising out of dues from the company for meeting any contingent liabilities arising out of his previous transactions.
7. The Member, for any order placed by the Client, has the right to be reimbursed for any liability or expenses incurred for any transactions entered into on behalf of the Client.
8. The contract note shall be dispatched to the clients from time to time through e-mail, ordinary post or courier, shall be deemed to be effective delivery of contract notes to the clients.
9. The Client shall indemnify and keep indemnified the member harmless from against all claims, demands, actions, proceedings, loss , damages, liabilities, changes and/ or expenses that are occasioned or may be occasioned to the member directly, or indirectly ,owing to bad delivery or shares / securities and / or as a result of fake /forged /stolen shares / securities / transfer documents that are introduced or that may be introduced by or through the client during the course of its dealings / operations on the Exchange.
10. That the deposit shall be repaid only after the liabilities of the Client is cleared in the books of accounts.
11. The Client shall not, acting alone or in concert with others, directly or indirectly, hold and control excess number of permitted futures contracts as fixed from time to time by the Exchange.
12. The Client shall not exercise a long or short position where, acting alone or in concert with others directly in or indirectly the Client will have exercised in excess of the number of permitted futures contracts as may be fixed from time to time by the Exchange.
13. All monies, securities or other property, which the Member may hold on the Client's account, shall be held subject to a general lien for the discharge under this agreement.

14. The Client shall be responsible for the opening and operating of his / her Demat account.
15. The Client confirms that he /she / it will not do business on his own account and not on account of any Clients whatsoever, nor shall he / she / it indulge in Sub-broking business. The Client further undertakes that he / she / it will not affect any third party transaction during the course of any of his/ her/ it dealings through the Member. The Client undertakes to indemnify the Member against any losses / damages suffered by the Member if the Client indulges in any third party transaction or Sub-broking business.
16. The Client shall be liable to pay interest @ 18% per annum (or such other rate as may be decided from time to time by the Member) on all the delayed payments beyond the due date (i.e. pay -in date) by Client to the Member.
17. Receipt / payment in the form of cash to / from clients is prohibited by the SEBI and no branch, employee, agent of broker is authorized to receive or pay cash to the client.
18. The Client confirms and unconditionally authorizes the Member to accept verbal orders modifications / cancellation instruction on their behalf. Member shall confirm the execution / non execution of orders / instructions on behalf of their Client verbally. These shall be deemed to have been given in writing and shall be subject to all such terms and conditions as applicable to written contracts. The Client shall not be provided any order confirmation / modification / cancellation slips generated by the NEAT system. These shall be valid from commencement of business till when a request is made by the Client to provide such slips.
19. The Client confirms that he/she is not acting as a sub-broker and all the transaction executed by the Member are on their behalf only.
20. The Client acknowledges that the Member have informed them that they are also doing trades on Proprietary Account on both Capital Market Segment and Futures & Options Segment of NSE and Capital Segment & Futures and Options Segment of BSE.
21. The Client also acknowledges that they have received a copy of Rights & Obligations, Risk Disclosure Document, Guidance Note, Policies and Procedures and have read, noted and understood the contents of these documents.

22. PARTICIPATION:

The client shall ensure that he/she/ it is eligible to enter in transaction with the stock broker. The client shall be deemed to have satisfied himself/herself/itself with regard to eligibility in this respect. It shall be duty of the client to inform the stock broker immediately of the change in constitution, identity, by change of name, residential status or any other information as provided by the client at the time of entering into any transaction.

23. ORDER PLACEMENT / CONFIRMATION / MODIFICATION / CANCELLATION:

- a) The client or his duly authorized representatives shall be entitled to place / modify / cancel an order for sale or purchase of any securities through email, in writing, oral communication via telephone and on receipt of such instructions those orders shall be forwarded for the execution.
- b) The client agrees to accept confirmation / modification / cancellation of an order for the sale or purchase of any securities through oral communication via telephone or otherwise.
- c) In case any penalty is levied by the Exchange for modification of Client Codes on Stock Broker, the same may be passed on to its clients in case of default on the client's part.

24. CONTRACT NOTE:

- a) The stock broker shall deliver to the client a contract note of the trades executed on their behalf via email/digitally signed document/post or courier or by any of the means of communication. The contract note shall be final and binding proof of the order placed by the client. For the purpose of sending digitally signed contract notes by e-mail, the e-mail ID specified by the client in the application form or send by any later communication would be used.

- b) The client also authorizes the Stock Broker to deliver the contract note or any other documents at the address provided by the client to any person available at that address.

25. TRADE CONFIRMATION:

The client agrees to accept trade confirmation in the form of contract note. The client understands that it is his/her/its responsibility to review the trade confirmation, contract notes, or statement of account immediately upon their receipt. All information contained therein shall be binding upon the client, if the client does not object in writing to any of the contents within twenty four hours of such intimation/confirmation. In all cases, the stock broker reserves the right to determine the validity of the client's objection to the transaction.

26. MARGIN:

- a) The client agrees to pay initial margin as specified by NSE/BSE/SEBI before placing any order. The stock broker will have all the right not to execute the order if the client has not placed the required initial margin with the stock broker.

b) Capital/Cash Market:

The client is required to deposit a minimum margin, which shall be decided upon by the stock broker and accordingly the client will be able to take net open position. The stock broker may require additional margin on the securities proposed to be purchased or sold unless the client already has an equivalent credit in his/her party ledger with the stock broker or has transferred the securities to the account of the stock broker.

c) Derivatives Trading:

In the derivatives segment, the client is liable to pay an initial margin up-front on or before creating a position. Such margin shall be decided upon by the stock broker or the Exchange from time to time. Furthermore, the client is liable to pay (or receive) daily margins depending on whether the price of the derivatives contract moves for or against the position undertaken. The client may also be liable to pay withholding margins, special margins or such other margins as are considered necessary by the stock broker or the Exchange from time to time. The stock broker is permitted in its sole and absolute discretion to collect additional margins (even though not imposed by the Derivatives Segment, the Clearing House or SEBI) and the client shall be obliged to pay such margins.

d) Mark to Market Margin in Derivatives:

For derivatives contracts, the client agrees that the stock broker shall raise bills on periodical basis. The client also agrees to pay an upfront margin at the beginning of each period that will be sufficient to cover the daily margins for the entire duration of the week. If at any time during the week, the cumulative Mark to Market (MTM) margin falls short of the margin available in the client's account, the client agrees to fulfill the stock broker's additional margin calls. As the upfront margin calls are purely for operational convenience, the client will ensure that margins are adequate at all times and will immediately make good any shortfall that the stock broker may communicate.

e) Margin in the form of Securities:

The client may place margin with the stock broker in form of securities as approved by the stock broker. Such securities may, at the discretion of the stock broker, be marked under lien in favor of the stock broker from the depository account of the client or such securities may be placed in a separate depository account titled M/s. Ortem Securities Limited to be earmarked as margin from the client.

f) Margin Merging:

The client agrees and empowers/authorizes the stock broker to act at its discretion of merging /

adjusting balances held as margin kept under various accounts held with the stock broker to nullify the debit in any account of the client without taking any further instructions from the client. Similarly, the client agrees and empowers/authorizes the stock broker to merge the securities held as margin kept with the stock broker in various accounts in order to nullify the debit in any account of the client.

27. FORCE MAJEURE:

- (a) The stock broker shall not be responsible for any losses, costs or damages resulting directly or indirectly from:
 - (i) Any action, omission, suspension or trading, decision or ruling of any exchange or regulatory, governmental or other body or of any other person which is beyond the stock broker's control (including floor broker, exchange, dealing or clearing house); or
 - (ii) Any war, strike, lock-out, floods, incessant rainfall, national disaster, act of terrorism, delay in postal service or any other delay or inaccuracy in the transmission of orders or other information, or any breakdown, failure or malfunction beyond the control of the stock broker of any telecommunication or computer system.

The above Force Majeure events do not exempt the client to fulfill the obligations in his account with the stock broker.

28. MEMBER CLIENT COMMUNICATION:

- (i) Form of Communication :

All notices or communications issued under this agreement shall be served in any one or more or all of the following ways and such notice or communication under (a) to (b) below shall be served at the ordinary business address and / or ordinary place of residence and / or last known address of the client in any one or more of the following ways.

- (a) by post,
 - (b) by registered post,
 - (c) under certificate of posting,
 - (d) by express delivery post,
 - (e) by telegram,
 - (f) by affixing it on the door at the last known business or residential address.
 - (g) by oral communication to the party or on the last known telephone number or on the recording machine of such number,
 - (h) by advertising it in at least one prominent daily news paper having circulation in the area where the last known business or residential address of the client is situated,
 - (i) by sending a message through trading system,
 - (j) to hand over his authorized representative
 - (k) by electronic mail or fax, or
 - (l) by hand delivery or through courier
- (ii) Any communication sent by the stock broker to the client shall be deemed to have been properly delivered or served. Even if such communication is returned to the stock broker as unclaimed / refused / undelivered, if the same is sent to the ordinary business address and / or ordinary place of residence and or last known address of the party, in anyone or more of the ways as mentioned in clause (i) above.

(iii) Digitally Signed Documents:

- a) The client shall be provided with a verified software utility to view the contract notes and other documents received by e-mail.
- b) The viewing documents without software utility is not valid. Any printouts of the contracts notes and the other documents which have been opened without verifier software utility are also not legally valid documents.
- c) It shall be the duty of the client to check his/her/its e-mail account and view the contract notes and other documents send to him/her/it. E-mail documents shall be treated as delivered of the client if they leave the e-mail server. There is no need of confirmation from the client acknowledging receipt of contract note and other documents send to him/her/it by e-mail.
- d) The client shall be required to intimate the stock broker in case of non-receipt of documents by e-mail within the stipulated time period. Delay in delivery of e-mail send by the stock broker due to network and internet related problems, which are beyond the control of the stock broker is possible and the client shall construe such delay as normal.
- e) The client shall be required to intimate immediately to the stock broker in case of any change of e-mail address.
- f) Non-delivery of the documents by e-mail due to wrong or invalid e-mail ID given by the client and any other problem related to network and internal and due to any problem in the e-mail received at the end of client shall not be the responsibility of the stock broker.

29. INDEMNIFICATION:

The client shall indemnify and keep indemnified the stock broker harmless from and against all claims, demands, actions, proceedings, loss, damages, liabilities, charges and / or expenses that are occasioned or may be occasioned to the stock broker directly or indirectly, owing to bad delivery of shares / securities and / or as a result of fake / forged/stolen shares / securities / transfer documents that are introduced or that may be introduced by or through the client during the course of its dealings/ operations on the Exchange(s).

30. COMPLIANCE WITH LAW:

All transactions that are carried out by and on behalf of client shall be subject to Government notification, the rules, regulations and guidelines issued by SEBI, the Reserve Bank of India and the National Security Depository limited, the Central Depository Services limited, the Securities Contract Regulations Act and the rules made there under, and the byelaws, constitution, rules, regulations, customs and usage, if any, of NSE/BSE.

The stock broker may from time to time amend the terms and conditions, if required, for complying with any change in statue, regulation or with the requirements of any competent authority or if required under its corporate policies. The same shall be intimated to the client by the stock broker. In case the client continues to deal with the stock broker subsequent to the intimation of such amendments, it shall be deemed that the client is agreeable to the new clauses.

FORMATS - INDEX

Section - E

DECLARATION BY FIRM (SOLE-PROPRIETORSHIP) (Section G (i))

To,
The Director,
M/s. Ortem Securities Limited
59, Bentick Street
Kolkata - 700 069

Dated: _____

Dear Sir,

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

I recognize that a beneficiary account cannot be opened with a depository participant in the name of a sole proprietorship firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, I authorize you to recognize the beneficiary Account No. _____ with Depository _____ having DP ID _____ opened in the name of the undersigned who is the sole proprietor of the firm.

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



Signature
(Please sign with stamp of the firm)

Further I, the undersigned. 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.

The cheques may be issued by me from my individual account or my joint account with someone else. This said amounts so given shall be solely/exclusively for credit to the account of my sole proprietorship firm M/s. _____ with M/s. Ortem Securities Limited. I shall not lay any claim whatsoever in future against M/s. Ortem Securities Limited for affording credit of such cheques issued from my individual/joint account credit of which has been provided by M/s. Ortem Securities Limited to the account of my proprietorship firm M/s. _____ .

Yours truly,

Signature
(Please sign with stamp of the firm)

DECLARATION OF JOINT FAMILY IN CASE OF HUF(Section G(ii))

Dated: _____

To,
The Director,
M/s. Ortem Securities Limited
59, Bentick Street
Kolkata - 700 069

A/c No. _____

1. WHEREAS the Hindu Undivided Family of _____ (hereinafter referred to as 'the said joint family') carrying on business in the firm name and style of _____ at or elsewhere (hereinafter referred to as the said H. U. F. firm'), have or desire to have Share Trading A/C with M/s. Ortem Securities Limited (hereinafter to as 'Member') we, the undersigned, hereby declare
- (a) that we are the present co-parceners of the said Joint family ;
 - (b) that Sh _____ is the present Karta or Manager of the said Joint Family.
 - (c) that we are entitled to trade in shares and open Share Trading Account of the said Joint Family.
 - (d) that each one of us has full and unrestricted authority to act on behalf of, and bind, the said H.U.F. firm and all the present as well as future members, both adults and minors, of the said Joint family, howsoever constituted from time to time.
2. We confirm that the affairs of the said Joint family and the business of the said H.U.F. firm are carried on mainly by the Karta / Manager, the said Sh _____ on behalf and in the interest and for the benefit of all the co-parceners of the said joint family. Whereby authorize the Karta/Manager Sh _____ on behalf of the HUF to deal on Capital Market segment (CM) Futures and Options segment (F & O) Retail Debt Market segment (RDM) Currency Derivative Market Segment (CDM) or any other segment that maybe introduced by NSE in future and the said Trading Member is hereby authorized to honor all instructions oral or written, given by him on behalf of the HUF.
- Mr. _____ is authorized to sell, purchase, transfer endorse, negotiate documents and / or otherwise deal through M/s. Ortem Securities Limited on behalf of the HUF _____ He is also authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents. writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose. We are, however, jointly and severally responsible for all liabilities of the said H. U. F, firm to the Member and agree and confirm that any claim due to the Member from the said H. H.U.F. firm shall be recoverable from the assets of any one or all of us and also from the estate of the said joint family including the interest thereon of every co-parcener of the said joint family, including the share of the minor co-parcener, if any.
3. We authorize you to recognize the beneficiary account no. _____ with Depository _____ opened in name of Sh _____ who is the Karta / Manager of this H. U. F.

Name of the Co-Parceners	Father's Name	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

Yours faithfully

Section G (iii)

To
The Branch Manager
Ortem Securities Ltd.
Kolkata

Date : _____

Sub : Debiting my Broking account towards charges

Ref : Broking A/c. No. _____ DP ID IN300693 Client ID

Dear Sir,

I/We hereby authorize you to debit my/our Broking account _____ for all the charges relating to the above mentioned Demat Account.

In case if I wish to withdraw this authorization I shall inform OSL in writing and acknowledge by OSL atleast one week in advance from the date of withdrawal.

Thanking you,

Yours Sincerely

Client Signature

Client Name

Client Code

CONSENT FOR TRANSFER OF FUNDS AND / OR SECURITIES, INTER SEGMENT

I/ We _____ registered with Ortem Securities Ltd. on the NSE Cash, NSE Futures, NSE Currency Derivative and / or BSE Cash and BSE Derivative do hereby authorize Ortem Securities Ltd. to undertake the following:

1. To transfer funds, / securities from my account in one segment against my obligations in another segment in the same exchange or different exchange.
2. To transfer funds, / securities from my account in on segment against collaterals/margins for my trade in another segment in the same exchange or different exchange.
3. I am aware that the fund means monies that is lying as credit in my account or pay-outs that are to be received from the exchanges arising out of sale of securities. Similarity, I am aware that securities means, shares lying with you, on my behalf, for which I have fully paid for or shares that, are to be received as pay-out from the exchange/s.

The above transfer of funds can be done either by way of a journal entry (JV) or by way of physically exchanging cheques.

In case if I wish to withdraw this consent I shall inform OSL in writing and acknowledge by OSL atleast one week in advance from the date of withdrawal.

Thanking You,

Yours faithfully,

Client Signature

Client Name

Client Code

DECLARATION BY FIRM (PARTNERSHIP) Section G (iv)

Dated: _____

To,
The Director,
M/s Ortem Securities Limited
59, Bentinck Street
Kolkata 700 069

Dear Sir,

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

We recognize that a beneficiary account cannot be opened with a Depository Participant in the name of a sole proprietorship firm as per Regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the share transfer obligations pursuant to the trading operations, we authorize you to recognize the beneficiary account no. _____ with Depository _____ having DP ID _____ opened in the name of the undersigned who is the sole proprietor of the firm.

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

Signature with seal of the firm

Signature with seal of the firm

Signature with seal of the firm

Note: Should be signed by all partners of the firm.

AUTHORITY LETTER IN FAVOUR OF MANAGING PARTNER (S) [Section G (v)]

Dated: _____

To,
The Director,
M/s.Ortem Securities Limited
59, Bentinck Street
Kolkata 700 069

Dear Sir,

We the partners of M/s _____ a partnership firm, having its office at _____ (office address) City _____ State _____ here by authorize Mr/Ms. _____ Capital Market segment, F&O segment and Currency Derivative segment on behalf of the firm M/s _____ sales and purchase of shares / debentures / derivative instruments in Capital Market Segment (CM) or Futures and Options Segment (F&O) or Currency Derivative Segment. He / She /They is/ are authorized on behalf of the firm to deal in equities, derivatives, debentures and the said Trading Member is hereby authorized to Mr. / Ms. _____ and Mr. /Ms. _____ is / are authorized to sell, purchase, transfer, endorse, negotiate documents and / or / otherwise deal through M/s Ortem Securities Ltd on behalf of the firm M/s. _____.

He/ she / They is/are also authorized to sign, execute and submit such applications, undertaking, and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose. However any partner / authorized signatory(ies) can issue cheques from bank accounts in favor of M/s. Ortem Securities Ltd for credit to share trading account of the firm with M/s. Ortem Securities Ltd even though his / her / their signatures may not be available on the records of M/s. Ortem Securities Ltd. These cheques may either be from the account of partnership firm or from individual account the said amount so given shall be solely / exclusively for the account of the firm maintained with M/s. Ortem Securities Ltd.

Signature with seal of the firm

Signature with seal of the firm

Signature with seal of the firm

FORMAT OF BOARD RESOLUTION IN CASE OF CORPORATE (Section G (vi))

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

Resolved further that the Company do agree with M/s. Ortem Securities Limited. Member of the National Stock Exchange of India Limited (NSE) for the purpose of dealing on Capital Market Segment, Future and Options Market Segment, Currency Derivative Segment, and member of Bombay Stock Exchange Ltd. (BSE) for the purpose of dealing on Capital Market Segment and Future and option Market Segment and the said Trading Member be and is hereby authorized to honor instructions, oral or written, given on behalf of the company by any of the under noted authorized signatories.

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

Who is / are authorized to sell, purchase, transfer, endorse, negotiate documents and / or otherwise deal through M/s. Ortem Securities Limited on behalf of the Company.

RESOLVED FURTHER THAT Mr. _____ and / or Mr. _____

Directors and / or Mr. _____ Authorized Signatory of the Company be and are hereby authorized to sign, execute and submit such applications, undertakings agreement and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

AND RESOLVED FURTHER THAT, the Common Seal of the Company be affixed, wherever necessary, in the presence of any Directors or any one Director and Company Secretary, who shall sign the same as taken in the presence of

Sd/- Chairman

Chairman / Company Secretary

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

_____ Signature with Seal

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

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

FORMAT OF SHARE-HOLDING PATTERN IN CASE OF CORPORATE (Section G (vii))

NAME OF THE COMPANY

DETAILS OF SHARES HELD AS ON A.G.M dd/mm/yyyy

SL NO.	SHAREHOLDER'S NAME	RELATION	NO. OF SHARES	% OF SHARE OF PAID UP CAPITAL	CATEGORY PROMOTER GROUP YES/ NO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

(ii) FORMAT OF DECLARATION OF PMLA 2002

DECLARATION UNDER PROVISIONS FOR MONEY LAUNDERING ACT, 2002

I Shri / Smt. _____ on behalf of M/s. _____

_____ Son / Daughter of Shri _____,
residing at _____ do hereby declare that,

I/We do not fall under category of special client or to any other category as mentioned below:

- Non resident Clients
- Politically Exposed Person (PEP).
- Trust Charities NGOs and Organizations receiving donations.
- Politically exposed persons of foreign origin.
- Current / Former Head of State, Current of Former Senior High Profile politicians and connected persons (immediate family, close advisors and companies in which such individuals have interest or significant influence).
- Companies offering foreign exchange offerings.
- Clients in high risk countries
- Non face to face clients
- Clients with dubious reputation as per public information available.

I/We, further declare that the above statement is true to the best of my knowledge and any if found wrong my code is liable to be discontinued.

Signature of the Declarant

(Signed on this _____ the _____ day of _____ 20_____. at Kolkata

