

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

S. No.	Name of the Document	Brief Significance of the Document	Page No
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list. B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	K3-K4-K5
2	Rights and Obligations	Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	Booklet B 4 -6
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	Booklet B 8-10
4	Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	Booklet B-11
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker <i>(to be added by the stock broker)</i> .	PP 1-4
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s) <i>(to be added by the stock broker)</i> .	TS
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
7	Information on PMLA	Important information on Prevention of Money Laundering Act	B-12
8	Running Account Authorisation	Authorisation to settle accounts as per your preference in case you wish to maintain running account	RA
9	Margin Undertaking	Undertaking to retain shares / funds towards Margin Requirements	MU
10	Authorisation to Collect Documents	Your authorization to a person of your choice to collect / deposit documents to/from our office	AD

Name of stock broker/trading member/  
clearing member:  
**SIDDHARTHA CAPITAL MARKET LTD**

SEBI Registration No. and date:  
**INB230824731 Dated : 09.06.2000**  
**INF230824731 Dated : 20.06.2000**

Registered office address:  
**MERCANTILE BUILDING,**  
Block E, 4<sup>th</sup> Floor, Room NO.1,  
9/12 Lal Bazar Street, Kolkata : 700001  
Ph: 033-22481250 Fax: 033- 22430540

Correspondence office address:  
**MERCANTILE BUILDING,**  
Block E, 3<sup>rd</sup> Floor, Room NO.15  
9/12 Lal Bazar Street, Kolkata : 700001  
Ph: 033-22481250 Fax: 033- 22430540

CEO name, phone no. & email id:  
**SANJAY KUMAR THARD**  
Ph: 033 22430539-41 [sidhcaps@vsnl.com](mailto:sidhcaps@vsnl.com)

Compliance officer name, phone no. & email id:  
**SANJEEV SONTHALIA**  
Ph: 033 22430539-41, [sidhcaps@vsnl.com](mailto:sidhcaps@vsnl.com)

For any grievance/dispute please contact SIDDHARTHA CAPITAL MARKET LTD at the above address or email id- [grievance.sidhcaps@vsnl.com](mailto:grievance.sidhcaps@vsnl.com) and Phone no. 91-33-22481250 In case not satisfied with the response, please contact the concerned exchange [www.nseindia.com](http://www.nseindia.com) and Phone no. 91-33 40400400, 022 26598190 email : [ignse@nse.co.in](mailto:ignse@nse.co.in)

\_\_\_\_\_  
Please Sign & Stamp

THIS IS A BLANK PAGE

**Annexure – 3****TRADING ACCOUNT RELATED For Individuals & Non-individuals  
DETAILS****A. BANK ACCOUNT(S) DETAILS**

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

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

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

**C. TRADING PREFERENCES**

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

Exchanges	Segments			
NATIONAL STOCK EXCHANGE	Cash		Currency Derivative	N. A.
	F&O		Name of other Segment s, if any	N. A.

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

**D. PAST ACTIONS**

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

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

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

**F. ADDITIONAL DETAILS**

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

**K4**

**G. INTRODUCER DETAILS (optional)**

Name of the Introducer: .....  
(Surname) (Name) (Middle Name)

Status of the Introducer: Sub-broker/Remisier/Authorized Person/Existing Client/Others, please specify.....

Address and phone no. of the Introducer: ..... Signature of the Introducer: .....

**H. NOMINATION DETAILS (for individuals only)**  I/We wish to nominate  I/We do not wish to nominate

Name of the Nominee: ..... Relationship with the Nominee: .....

PAN of Nominee: ..... Date of Birth of Nominee: .....

Address and phone no. of the Nominee: .....

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

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

Signature of guardian .....

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

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

---

**DECLARATION**

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

Place ..... (.....)

Date ..... **Signature of Client/ (all) Authorized Signatory (ies)**

---

**FOR OFFICE USE ONLY**

K5

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

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

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

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

**Date** .....

**Seal/Stamp of the stock broker**

**INSTRUCTIONS/ CHECK LIST**

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

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

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

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

PP

MANDATORY DOCUMENT

## SIDDHARTHA CAPITAL MARKET LTD

### POLICIES & PROCEDURES

#### **Setting up Client's Exposure Limits:**

SCMLTD may give an exposure limit which would be a multiple (ranging between one to five times) of the clear ledger balance in the account plus value of the shares given as collaterals computed after applying appropriate haircut. In F & O segment exposure is given on the value of initial margin, after applying appropriate hair cut on the securities given as collateral. The exposure limit may be changed based on the volatility in the market and quality of collaterals. SCMLTD may set different exposure limits varying for different clients depending on the credit worthiness, integrity and past conduct of the client. The client agrees that SCMLTD shall not be responsible for such variation, reduction or imposition or the clients inability to route any order through SCMLTD's trading system on account of any such variation, reduction or imposition of limits.

#### **Applicable Brokerage Rate:**

SCMLTD follows the policy of charging brokerage not more than the maximum permissible brokerage as per the rules and regulation of the exchange/ SEBI. Brokerage shall be applied as per the rates agreed upon with the client in the KYC at the time of registration. The brokerage slab of a client shall be reviewed at intervals after assessment of the amount and quality of volume generated by the client as per his commitment. The rates may be increased with prospective effect at 15 days notice sent to the E-mail address or postal address of the client registered with SCMLTD. The brokerage amount debited to the client does not include any exchange related charges or statutory levies as applicable. Any other applicable taxes imposed by statutory authority including securities transaction taxes, duties, service tax, etc will be paid by the client separately as may be levied on the transactions from time to time.

#### **Refusal of Orders for Penny Stocks:**

Siddhartha Capital Market Ltd (henceforth referred to as "SCMLTD") shall have absolute discretion to term a stock as "PENNY". As per our policy, "PENNY STOCK" can be referred to as the stocks which are appearing in the list of illiquid securities issued by the Exchanges every month and any other stocks which SCMLTD might consider to be illiquid. The details of such stocks may be posted on the website of SCMLTD, or a hardcopy may be made available to a client on request. SCMLTD at its discretion can accept, refuse or partially accept any buy or sell order for execution from the client in respect of such scrips. SCMLTD may allow restrictive acceptance of orders in such scrips and may demand appropriate declarations and additional margin from the client before accepting order of such stocks. SCMLTD may cancel orders in such scrips received by the clients before execution or partial execution or place any other kind of restrictions on the trade on such scrips without assigning any reasons thereof to the client. SCMLTD shall not be responsible for any consequential opportunity loss or financial loss that a client may incur from delay or non execution of orders in penny stock.

Please Sign

PP  
MANDATORY DOCUMENT

**Imposition of Penalty/Delayed Payment Charges by either party, specifying the rate and the period (This must not result in funding by the broker in contravention of the applicable laws)**

Clients will be liable to pay late pay in/delayed payment charges not exceeding 1.5% per month for not making payment of their pay-in obligation on time as per the exchange requirement or net ledger debit balance as applicable. The client agrees that SCMLTD may impose fines/penalties for any orders/trades/deals/actions of the client which are contrary to this agreement/rules/regulations/bye laws of the exchange or any other law for the time being in force, at such rates and in such form as it may deem fit. Further where SCMLTD has to pay fine or bear any punishment from any authority in connection with/as a consequence of/ in relation to any of the orders/ trades/deals /actions of the client, the same shall be borne by the client.

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

SCMLTD shall be entitled to liquidate client's securities, both unpaid securities as well as collaterals deposited towards margins or close out client's open position for non-payment of margins or other amounts including the pay-in obligation, outstanding debts etc and adjust the proceeds of such liquidation/close out, if any, against the clients liabilities/obligations. Any and all losses and financial charges on account of such liquidations/closing out shall be charges to and borne by the client. In case the payment of the margin/security is made by the client through a bank instrument, SCMLTD shall have absolute discretion to give the benefit/credit for the same only on the realization of clear proceeds in SCMLTD bank account. Where the margin/security is made available by way of securities or any other property, SCMLTD is empowered to decline its acceptance as margin/security and/or accept it at such reduced value as SCMLTD may deem fit by applying haircuts or by valuing it by marking it to market. The stock broker has the sole discretion to decide referred stipulated margin percentage depending upon the market conditions. The above action is at the sole discretion of SCMLTD and may vary from client to client. It shall not be under any obligations to undertake the exercise compulsorily. SCMLTD shall therefore not be under any obligation to compensate or provide reasons of any omission or delay on its part to sell client's securities or close open positions of the client.

**Shortages in obligations arising out of internal netting of trades**

Policy for settling shortage in obligation arising out of internal netting of trades is as under:

The securities delivered short are purchased from the market on T+3 day and the purchase consideration (including all statutory taxes & levies) along with a penalty (as charged by respective stock exchanges) is debited to the short delivering seller client. In case the shares are not available for purchase for any reason then the shortage will be closed out as per the prevailing rules of the respective exchanges.

Please Sign

PP  
MANDATORY DOCUMENT

**Condition under which a client may not be allowed to take further position or the broker may close the existing position of a client.**

- Client unable to meet his pay-in obligation as per exchange requirement irrespective of the value of collaterals available.
- Long pending debit balance in the client's account.
- Margin shortfall not compensated by the client.
- Dishonor of Cheque
- Client dealing in "illiquid" stock as declared by the Exchange(s).
- Where further positions in the Scrip/Contract has been debarred/suspended by the Exchange(s).
- Transactions which may appear to be suspicious in nature
- Where based on the happening of an event, SCMLTD has a risk perception that further trading in the contracts/securities may not be in the interest of the clients and /or the market.

**Temporarily Suspending or Closing a Client's account at the clients request:**

SCMLTD may carry out periodic review of the client accounts and may suspend the accounts from trading (i.e. prohibiting any market transactions, only allowing client shares/ledger balance settlement to take place) under any of the following circumstances:

- Where the Client has not cleared his dues after repeated reminders
- Where Physical statements or contract notes, etc are received back undelivered and the client is not responding to update the correct address.
- Where the client is reported or known to have expired.
- Where client lodges a complaint either directly with SCMLTD or through the Exchange relating to alleged unauthorized Trades being executed in his account.
- Where the account is under investigation by any regulatory body.
- As per direction of the Exchanges, SEBI or any other regulatory body.
- On written request received from the client and the same can be activated on the written request of the client only. The Client account can be closed on the written request of the client provided the client account is settled. If the client wants to reopen the account then the client has to again complete the KYC requirement.

**Deregistering a client:**

Notwithstanding anything to the contrary stated in the agreement, SCMLTD shall be entitled to terminate the agreement with immediate effect in any of the following circumstances:

- If the action of the client are prima facie illegal/improper or such to manipulate the price of any securities or disturb the normal/proper functioning of the market, either alone or in conjunction with others.
- On the death/lunacy or other disability of the Client.
- If the client being a partnership firm/any other organization, has any steps taken by the Client and/or its partners for dissolution or liquidation.
- If the Client suffers any adverse material change in his/her/its financial position or defaults in any other agreement with the Stock Broker.
- If the Client has made any material misrepresentation of facts, including (without limitation) in relation to the Security.

Please Sign



PP  
MANDATORY DOCUMENT

- If the Client is in breach of any term, condition or covenant of this Agreement.
- Any suspicious information found by SCMLTD in sites like CIBIL, world check, etc or if there is any commencement of a legal process against the client under any law in force.
- If the client forms a part of the list of debarred entities published by SEBI and/or any action is taken by NSE/SEBI on the client. Inactive client account will be considered as inactive if the client does not trade for a period of six months. Calculation will be done at the beginning of every month and a written request has to be made by the client for reactivation of their account.

**Inactive Clients (If a client has not traded for 180 days at a stretch)**

Clients shall provide reactivation letter in the required format alongwith a declaration to the effect that there has been no material change in the details provided in the KYC or provide KYC Amendment Form to effect any changes, as the case may be.

**Client Acceptance of Policies and Procedures stated hereinabove:**

I/We have fully understood the same and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses in this document under any circumstances whatsoever. These Policies and Procedures may be amended/changed by giving 15 days notice by the broker, provided the change is informed to me/us through any one or more means/methods. I/we agree never to challenge the same on any grounds including delayed receipt/non- receipt or any other reason whatsoever. These Policies and Procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute/difference or claim between me/us and SCMLTD before any court of law/judicial/adjudicating authority including arbitrator/mediator,etc.

**DECLARATION Pursuant to SEBI Circular No.SEBI/MRD/SE/Cir-42/2003 dated 19.11.2003 and NSE Circular No.NSE/INVG/PRE/2003/16 dated 25.11.2003**

**Siddhartha Capital Market Ltd trades on its Proprietary account in their proprietary code and for Clients in their respective client codes.**

Client Name

Client Code

Client Signature

Please Sign

<b>Tarriff Sheet</b>
----------------------

	Brokerage		Transaction Chgs	Stamp Duty	Service Tax
	as a % of Turnover	Min. / Share	as a % of Turnover	as a % of Turnover	as a % of Brokerage
<b>Capital Market</b>					
Delivery					
Square Up					

	Brokerage		Transaction Chgs	Stamp Duty	Service Tax
	as a % of Turnover	Min / Lot	as a % of Turnover	as a % of Turnover	as a % of Brokerage
<b>Futures &amp; Options</b>					
Futures					
Options					

Please Sign & Stamp
---------------------

**VOLUNTARY DOCUMENT**

**AUTHORISATION FOR RUNNING ACCOUNT**

To  
**Siddhartha Capital Market Ltd**  
**Kolkata**

Dear Sir,

1. With reference to my/our trading account opened with you, I/we request you to maintain a running account for funds and securities on my/our behalf without settling the account on settlement of each transaction. I/We further request you to retain all amounts and securities receivable by me/us until specifically requested by me/us to be settled or to be dealt with in any other manner.
2. I/we may revoke the authorization at any time a by issuing a physical letter for the effect.
3. I/we also agree that the actual settlement of fund and securities shall be done by us in the following mode (please select your preference and sign accordingly).

Monthly Sign

Quarterly Sign

4. I/we shall bring any dispute arising from the statement of account or settlement so made to your notice within 7 working days from the date of receipt of statement.
5. I/we understand and agree that no interest will be payable to me/us on the amounts or securities so retained with you.
6. I/we may be trading in derivatives segment & cash segment. In this regard I/we hereby authorize you to act at its discretion of adjusting any credit balance under my/ our various accounts against the debit across segments, without taking any further instruction from me/us.
7. I/we also confirm that the securities lying in my hold back A/c should be considered as margin deposit / collateral.
8. I/we authorize you to set off a part or whole of the margin deposited by me/us against any of my / our dues, by appropriating relevant amount of fund or by sale of securities which forms part of margin.
9. I/we hereby authorize you to pledge my / our securities deposited as margin or withheld by you as, permitted in the running account and to deposit my / our funds deposited as margin to Exchanges / Clearing Corporation towards margin.
10. There shall be no inter-client adjustment for the purpose of settlement of the 'running account'.
11. For any outstanding obligations on the settlement date, you may retain the requisite securities/funds towards such obligations and margin requirement calculated in the manner specified by the exchanges/SEBI.

Date

Client Name & Code

Client Signature

**MU**  
**THIS IS A NON MANDATORY DOCUMENT**

**SECURITIES/FUNDS TOWARDS MARGIN**

To  
Siddhartha Capital Market Ltd  
Mercantile Building, Block E,  
4<sup>th</sup> Floor, Room No.1  
9/12 Lal Bazar Street  
Kolkata : 700 001

Date :

Dear Sir,

I acknowledge that Siddhartha Capital Market Ltd (SCML) requires deposit of securities as Margin for the purpose of allowing exposure/ turnover and that this document has been signed by me voluntarily without any coercion or force. I also understand that I have a right to terminate this facility on review of Member-Client relation by SCML.

In this respect, I also undertake and agree to following:

- a. I shall pay initial margin as specified by NSE/ SEBI before placing any order. SCML will have all the right not to execute the order if I have not placed the required initial margin with them.
- b. That the above margins are subject to the first and paramount lien for any sum due to SCML by me for the due fulfillment of my engagements, obligations and liabilities arising out of or relating or incidental to any bargains, dealings, transactions and contract made through or with you.
- c. That the margin paid above shall be available for adjustment against any amount due from me to SCML, against my trading account with you for the secondary market obligations.
- d. That no interest will be paid by SCML to me against the margin deposit. However, in case of securities transferred by me to your margin a/c, all benefits that are disbursed during the time the securities are held by SCML towards margin deposit, shall accrue to me
- e. That SCML has a clear and undisputed right to dispose of the margin securities and adjust the proceeds or the cash margin provided towards overdue balances in my account, at my risk and cost, without any need for clearance or reference to me whatsoever.
- f. I shall when called upon to do so, provide additional margin money to ASBL as required by them or Stock Exchange in respect of positions taken by me.

Sign with Stamp

**AD  
VOLUNTARY DOCUMENT**

**Letter for 'Authorised Signatories' on behalf of the Client in respect of communications**

(Kindly note that these additional clause(s)/ documentation(s) are voluntary and at the discretion of the stock broker/ trading member and the client. The same are required in order to ensure running on a day to day basis between the stock broker/ trading member and the client. The client need not execute this document if he / she does not wish to. The client has the right to terminate the document)

To,  
SIDDHARTHA CAPITAL MARKET LTD  
Mercantile Building, Block E  
4<sup>th</sup> Floor, Room NO.1  
9/12 Lal Bazar Street  
Kolkata : 700 001

Sir(s),

**Re: Letter for authorized signatories**

Kindly find below a list of authorized signatories to represent us, their authority including but restricted to acknowledging contract notes issued by you to us for our trades and all other communications from us to you.

Name of the signatories	Signature
1 <input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>

Thank you

Client Signature (with seal of needed)

Place:

Date:

ACK

Client Name

Client Code

To,

Siddhartha Capital Market Ltd

Kolkata

Dear Sirs,

We acknowledge receipt of copies of the documents listed in **Annexure -1** forming **Index** of the Account Opening Kit complete and duly signed and executed by me towards my/our Trading Account with you and we have found them to be correct in all respects.

Thanking you.

Yours sincerely,

Please Sign & Stamp

Dated :