

# BAJAJ SHARE & STOCK BROKER PVT. LTD.

Member: National Stock Exchange Ltd. SEBI Regd No: INZ000240132

## Regd. Office

24/B.RAJABHADUR COMPOUND, 1<sup>ST</sup> FLOOR,  
HAMATM STREET, FORT, MUMBAI-400023

## Corporate Office

24/B.RAJABHADUR COMPOUND, 1<sup>ST</sup> FLOOR,  
HAMATM STREET, FORT, MUMBAI-400023

Compliance Officer: Mr. Anil Desai. Email Id: [bajajvrb@gmail.com](mailto:bajajvrb@gmail.com)

Tel No. 022-22656290

Director: Mr. Vinodkumar Bajaj Email Id: [bajajvinodkumar@yahoo.com](mailto:bajajvinodkumar@yahoo.com)

Tel No. 022-22656290

For any grievance / dispute please contact **BAJAJ SHARE & STOCK BROKER PVT. LTD.** at the above address or Email Id – [bajajshare2018@gmail.com](mailto:bajajshare2018@gmail.com) and phone no. +91 22 24140136 In case not satisfied with the response, please contact for NSE at [ignse@nse.co.in](mailto:ignse@nse.co.in) and phone no. 91-22-26598190 / 1800220058

SEBI website for investor grievance: - <https://scores.gov.in/Admin>

## Account Opening Form for Individual / Non -Individual

FOR OFFICE USE ONLY			
Client Name	:		
UCC Code allotted to the Client	:	Account Opening Date	:
		Documents verified with Originals	In-Person Verification
Name of the Employee			
Employee Code			
Designation of the employee			
Date	____/____/____		____/____/____
Signature			

**ACCOUNT OPENING KIT - INDEX**

<b>No.</b>	<b>Name of the Document</b>	<b>Brief Significance of the Document</b>	<b>Page No.</b>
<b>PART – I MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1	Account Opening Form	A. KYC form for Individual / Non-Individual - Document captures the basic information about the constituent and an instruction/check list.	3-8
		B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	
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).	9-14
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	15-18
4	Guidance note on Do's and Don'ts	Document detailing Do's and Don'ts for trading on exchange, for the education of the investors.	19-20
5	Policies and Procedures	Document describing significant policies and procedures of the stock broker	21-23
6	Tariff sheet	Document detailing the rate / amount of brokerage and other charges levied on the client for trading on the stock exchange(s)	24
<b>PART – II VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>			
7	Running Account Letter	Authority to the trading member to maintain a running account.	25

**Note: - BAJAJ SHARE & STOCK BROKER PVT. LTD.** is engaged in Client base business and proprietary trading as well. This disclosure is made in pursuance of SEBI Circular No. SEBI/MRD/SE/Cir-42/2003 dated November 19, 2003 and amendment there in.

**TRADING ACCOUNT RELATED DETAILS***For Individuals*

Please fill this form in ENGLISH and in BLOCK LETTERS.

<b>A. IDENTITY DETAILS</b>			
1.	<b>Name of the Applicant</b>		<b>PHOTOGRAPH</b>  Please affix your recent passport size photograph and sign across it
2.	<b>Father's/ Spouse Name</b>		
3. a	<b>PAN</b>		
4. b	<b>Aadhaar Number, if any:</b>		
6.	<b>a. Gender:</b> Male/ Female	<b>b. Marital status:</b> Single/ Married	<b>c. Date of birth:</b> (dd/mm/yyyy) _____
7.	<b>Specify the proof of Identity submitted</b>		
<b>B. ADDRESS DETAILS</b>			
1.	<b>Residence Address:</b>		
			City/town/village:
	Pin Code:	State:	Country:
2.	<b>Contact Details:</b>	Tel. Off.	Tel. Res.
	Mobile No.:	Fax:	Email id:
3.	<b>Specify the proof of address submitted for residence address:</b>		
4.	<b>Residence Address:</b>		
			City/town/village:
	Pin Code:	State:	Country:
<b>DECLARATION</b>			
I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.			
<b>Signature of the Applicant</b>			Date:-

**TRADING ACCOUNT RELATED DETAILS***For Non-Individuals*

Please fill this form in ENGLISH and in BLOCK LETTERS.

<b>A. IDENTITY DETAILS</b>			
1.	Name of the Applicant:-		PHOTOGRAPH  Please affix your recent passport size photograph and sign across it
2.	Date of incorporation:-		
	Place of incorporation:-		
	Date of commencement of business:-		
3. a	PAN:-		
4.	Registration No. (e.g. CIN):-		
b			
6.	<b>Status (please tick any one):-</b> Private Limited Co./Public Ltd. Co. /Body Corporate /Partnership /Trust /Charities /NGO's /FI / FII / HUF /AOP / Bank /Government Body /Non-Government Organization / Defense Establishment /BOI / Society / LLP / Others (please specify _____)		
<b>B. ADDRESS DETAILS</b>			
<b>Residence Address:</b>			
1.			City/town/village:
	Pin Code:	State	Country:
2.	<b>Contact Details:</b>	Tel. Off. -	Tel. Res.
	Mobile No.:	Fax:	Email id:
3.	<b>Specify the proof of address submitted for residence address:</b>		
4.	<b>Residence Address:</b>		
		City/town/village:	
	Pin Code:	State:	Country:

<b>C. OTHER DETAILS</b>	
Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors:- _____	
a) DIN of whole time directors:- _____	
b) Aadhaar number of Promoters/Partners/Karta:- _____	

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

Signature of the Applicant	Date:-
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**ANNEXURE**

**Personal Details of Promoters/Partners/Karta/Trustees and whole time directors**

<b>Full Name</b>		
<b>PAN Number</b>		
<b>Residential Address</b>		

<b>Full Name</b>		
<b>PAN Number</b>		
<b>Residential Address</b>		

<b>Full Name</b>		
<b>PAN Number</b>		
<b>Residential Address</b>		

<b>Full Name</b>		
<b>PAN Number</b>		
<b>Residential Address</b>		

**MANDATORY**

**TRADING ACCOUNT RELATED DETAILS**

*For Individuals & Non-individuals*

<b>A. BANK ACCOUNT(S) DETAILS</b>						
No.	Bank Name	Branch address	Bank account no.	MICR Number	IFSC code	Account Type [Saving / Current / Others-In case of NRI / NRE / NRO]
1.						
2.						

<b>B. DEPOSITORY ACCOUNT(S) DETAILS</b>					
No.	Depository Participant Name	Depository Name (NSDL/CD SL)	DP ID	Beneficiary ID (BO ID)	Beneficiary name [Saving / Current / Others - In case of NRI / NRE / NRO]
1.					
2.					

Note: - List of Demat details required along with the DP proof.

<b>C. OTHER DETAILS (PLEASE SEE GUIDELINES OVERLEAF)</b>											
1	<b>Gross Annual Income Details (Please tick (√)):</b>										
<input type="checkbox"/>	Below 1 Lac	<input type="checkbox"/>	1-5 Lac	<input type="checkbox"/>	5-10 Lac	<input type="checkbox"/>	10-25 Lac	<input type="checkbox"/>	25 Lac - 1Cr	<input type="checkbox"/>	< 1 Cr
<b>OR</b>											
Net-worth in Rs. _____ as on (date) ____/____/____											
2	<b>Occupation (Please tick (√) any one and give brief details):</b>										
<input type="checkbox"/>	Private Sector Service	<input type="checkbox"/>	Public Sector	<input type="checkbox"/>	Government Service	<input type="checkbox"/>	Business	<input type="checkbox"/>	Professional		
<input type="checkbox"/>	Agriculturist	<input type="checkbox"/>	Retired	<input type="checkbox"/>	Housewife	<input type="checkbox"/>	Student	<input type="checkbox"/>	Forex Dealer		
<input type="checkbox"/>	Others (Please specify) _____										
3	<b>Please tick, if applicable:</b>										
<input type="checkbox"/>	Politically Exposed Person			<input type="checkbox"/>	Politically Exposed Person Related to a Politically Exposed Person						
2	Any other information: _____										

**D. 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	
NSE	Cash	:	Signature of Client:-
	F&O	:	Signature of Client:-
	CDS	:	Signature of Client:-
BSE	Cash	:	Signature of Client:-

*# 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.*

**E. 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: \_\_\_\_\_  
*(I / We hereby declare that I / We have not been involved in any terrorist activities.)*

**F. 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	:	Phone no.	:
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		:	

**G. 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)	:	

G. ADDITIONAL DETAILS	
▪ 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	:

H. 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	:

I. NOMINATION DETAILS (for individuals only)		
<i>(This nomination shall supersede any prior nomination made by me / us and also any testamentary document executed by me/ us.)</i>		
<input type="checkbox"/> I/We wish to nominate	<input type="checkbox"/> I/We do not wish to nominate	
<b>or</b>		
▪ Name of the Nominee	:	
Relationship with the Nominee	:	
PAN of Nominee	:	
Date of Birth of Nominee	:	
Address and phone no. of the Nominee	:	
<b>If Nominee is a minor, details of guardian</b>		
Name of guardian	:	
Address and phone no. of Guardian	:	
Signature of guardian	:	
<b>WITNESSES (Only applicable in case the account holder has made nomination)</b>		
	<b>1<sup>st</sup> Witness</b>	<b>2<sup>nd</sup> Witness</b>
Name	:	
Signature	:	
Address	:	



**RIGHTS AND OBLIGATIONS OF STOCK BROKERS, SUB-BROKERS AND CLIENTS**

*As prescribed by SEBI and Stock Exchanges*

**BAJAJ SHARE & STOCK BROKER PVT. LTD.**

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

**CLIENT INFORMATION**

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

**MARGINS**

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

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

## **TRANSACTIONS AND SETTLEMENTS**

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

## **BROKERAGE**

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

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

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

Director(s)/Promoter(s)/Partner(s)/Proprietor as the case may be, shall also be communicated by the stock broker to the relevant Exchange(s).

## **DISPUTE RESOLUTION**

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

## **TERMINATION OF RELATIONSHIP**

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

**RISK DISCLOSURE DOCUMENT FOR CAPITAL MARKET AND DERIVATIVES SEGMENTS  
(RDD)**

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

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

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

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

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

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

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

**1. BASIC RISKS:****1.1 Risk of Higher Volatility:**

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

## **1.2 Risk of Lower Liquidity:**

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

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

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

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

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

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

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

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

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

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

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

## **1.6 Risk of Rumors:**

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

## **1.7 System Risk:**

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **4. GENERAL**

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

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

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

**TRANSACTIONS AND SETTLEMENTS**

8. The stock broker may issue electronic contract notes (ECN) if specifically authorized by you in writing. You should provide your email id to the stock broker for the same. Don't opt for ECN if you are not familiar with computers.
9. Don't share your internet trading account's password with anyone.
10. Don't make any payment in cash to the stock broker.
11. Make the payments by account payee cheque in favour of the stock broker. Don't issue cheques in the name of sub-broker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/ demat account such money or securities deposited and from which bank/ demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
13. In case you have given specific authorization for maintaining running account, payout of funds or delivery of securities (as the case may be), may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain a 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.

## POLICIES AND PROCEDURES

## BAJAJ SHARE &amp; STOCK BROKER PVT. LTD. (BSSBPL)

**a. Refusal of orders for penny stocks:**

Although, the term “penny Stock” has not been defined by NSE or any stock exchange, SEBI a penny stock generally refers to a stock which has following mentioned characteristics:

- Has small market capitalization;
- Trades at a price less than its face value;
- Has unsound fundamentals;
- Is illiquid (A list of illiquid securities is jointly released by NSE from time to time.)

BSSBPL recognizes that it is client’s decision to choose shares in which he/she would like to trade. However, **BSSBPL** like to have special attention to dealing in “Penny Stock”. To this end,

- **BSSBPL** may refuse to execute any client’s orders in penny stocks without assigning any reason for the same.
- Any large order for purchase or sale should be referred to Head-Dealing department, Managing Director before such orders are entered in the market for execution.
- Clients must ensure that trading in “Penny Stock” doesn’t result in creation of artificial volume or false or misleading appearance of trading. Further, clients should ensure that trading in “Penny stock” doesn’t operate as a device to inflate or depress or cause fluctuations in the price of such stock.
- Clients are expected not to place orders in “Penny Stock” at price which are substantially different from the prevailing market prices. Any such order is liable to be rejected at the sole discretion of **BSSBPL**.
- In case of sale of “Penny Stock”, clients should ensure delivery of shares to **BSSBPL** before pay-in date or client should transfer the shares to **BSSBPL** before execution of such trade.
- Trading in such shares will attract 100% margin.

**b. Setting up client’s exposure limit:**

- Exposure limit for each client is determined by the Risk management department based on Net worth information, client’s financial capacity, prevailing market conditions and margin deposited by the client in the form of funds/securities with **BSSBPL**. These limits may be set exchange-wise, segment-wise & scrip wise.
- **BSSBPL** retains the discretion to set and modify from time to time any client’s exposure limit decided as above.
- The limits are determined by Risk Management Department based on the above criteria and payment history of the client in consultation with back office.
- Whenever, any client has taken over or wants to take exposure in any security, **BSSBPL** may call for appropriate margins in the form of early pay-in of shares or funds before or after execution of trades in cash segment. In case of any margin shortfall, the clients are told to reduce the position immediately to deposit extra margin to meet the shortfall. Otherwise **BSSBPL** may refuse to trade on behalf of such client in its own discretion.

**c. Applicable brokerage rate:**

- The member can charge 2.5% maximum brokerage of trade value. The Brokerage will be charged within the prescribed limit i.e. not more than 2.5% of the trade value exclusive of statutory levies and inclusive of sub brokerage. In F&O segment brokerage on options will be charged on trading Premium amount @ 2.5% of premium amount or Rs.100/- Per contract, whichever is higher. However the broker has the right to charge lower brokerage if felt necessary.

**d. Imposition of penalty / delayed payment charges by either party, specifying the rate and the period:**

- Penalty and other charges levied by Exchange pertaining to trading of the client shall be recovered from the respective client.
- If there is delay on part of client in satisfying his/her margin obligation or settlement obligations, then, **BSSBPL** shall levy interest at the rate of 18% p.a. on such shortage amount for the delayed period on such client. **BSSBPL** shall recover such delayed payment charges from the client by debiting the client's account.
- No interest or charges will be paid by **BSSBPL** to any client in respect of retention of funds or securities towards meeting future settlement obligations and in respect of running account authorizations.

**e. Right to sell client's securities or close client's positions, without giving notice to the client, on account of nonpayment of client's Dues:**

- **BSSBPL** has the right to close out /liquidate or square off any open position of the client (limited to the extent of settlement /margin obligation) without giving any prior notice, all or any of the client's positions as well as securities / collaterals placed as margin or other amount due from client in respect of settlement or any other trade related dues that are recoverable from the client by **BSSBPL**. The proceeds of the same shall be adjusted against the client's trade liabilities / trade obligations. Any loss or financial charges on account of such close-out / liquidation shall be debited to the client's account.

**f. Shortages in obligations arising out of internal netting of trades:**

- The short delivering client is debited by an amount equivalent to 20% above of closing rate of day prior to pay-in/pay-out day. The securities delivered short are purchased from market on T+3 day which is the Auction day on Exchange, and the purchase consideration (inclusive of all statutory taxes & levies + 2% extra) is debited to the Short delivering seller client along with reversal entry of provisionally amount debited earlier.
- If securities cannot be purchased from the market due to any force majeure condition, the short delivering seller is debited at the closing rate on T+3 day or Auction Day on Exchange, and the purchase consideration (inclusive of all statutory taxes & levies +20% extra). Where the delivery is matched partially or fully at the exchange clearing, the delivery and debits/ credits shall be as per Exchange Debits and Credits after deducting exchange penalties.
- In cases of securities having corporate actions all cases of short delivery of cum transactions which cannot be auctioned on cum basis or where the cum basis auction payout is after the book closure / record date, would be compulsory closed at higher of 20% above the official closing price on the auction day or highest traded price from first trading day of the settlement till the auction.

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

**BSSBPL** shall have absolute discretion and authority to limit client's volume of business or to close any existing position of a client without giving any prior notice to the client under following mentioned conditions:

- Extreme volatility in the market or in particular scrip or in the F&O segment.
- If there is shortfall in the margin deposited by client with **BSSBPL**.
- If there is insider trading restrictions on the client.
- If the client is undertaking any illegal trading practices or the client is suspected to be indulging in money laundering activities.
- If **BSSBPL** has reached its limit in that scrip
- If the clients has breached the client-wise limit.
- If the client has taken or intends to take new position in a security which is in the ban period.
- If due to abnormal fall in the market, if market is closed.

#### **h. Temporarily suspending or closing a client's account based at the client's request:**

- Any client desirous of temporarily suspending his or her trading account has to give such request in writing to the management. After management's approval, any further dealing in such client's account will be blocked. Whenever, any suspended account wants to resume trading, request in writing should be made to management and management may ask for updated financial information & other details for reactivating such account. After receiving necessary documents, details etc. and approval from the management, client is reactivated & is allowed to carry out transaction.
- Similarly, any client desirous of closing his / her account permanently is required to inform in writing and the decision in this regard is taken by management. After necessary approval from the management, the client code is deactivated. Only after scrutinizing the compliance requirements and "no pending queries" confirmation is taken, securities and funds accounts are settled.

#### **i. Deregistering a Client**

**BSSBPL** may, in its absolute discretion, decide to deregister a particular client. The illustrative circumstances under which **BSSBPL** may deregister a client are given below:

- SEBI or any other regulatory body has passed an order against such client, prohibiting or suspending such client from participating in the securities market.
- Such client has been indicated by a regulatory body or any government enforcement agency in case of market manipulation or insider trading or any other case involving violation of any law, rule, regulation, guideline or circular governing securities market.
- Such client is suspected of indulging in illegal or criminal activities including fraud or money laundering.
- Such client's name appears in the UN list of prohibiting entities or SEBI debarred list.
- Such client's account has been lying dormant for a long time or client is not traceable.
- Such client has declared insolvent or any legal proceedings to declare him/her as such have been intended.
- Such client has been irregular in fulfilling obligations towards margin or settlement dues.
- Such client has a tainted reputation and any business relationship with such clients is likely to tarnish the reputation of **BSSBPL** or may act as detriment to **BSSBPL**'s prospects.

All outstanding trade related dues in the client's account will be communicated and collected from the client and the client will be liable to pay such trade dues immediately on receiving such communication.

#### **j. Inactive Client Account**

Client account will be considered as inactive if the client does not trade for the period of one year. The client has to make written request for reactivation of the trading account, with recent proofs and up gradation in KYC form.

**Signature of the Client X** \_\_\_\_\_

## BROKERAGE SLAB

BAJAJ SHARE &amp; STOCK BROKER PVT. LTD. (BSSBPL)

## Cash Market Brokerage

Date	Slab	Sq. Off 1 <sup>st</sup> leg		Sq. Off 2 <sup>nd</sup> leg		Delivery		Refund Brokerage	
		%	Minimum Paisa	%	Minimum Paisa	%	Minimum Paisa	%	Slab

## F&amp;O Segment

Date	Slab	Future Trading					Option Trading					Refund Brokerage	
		Sq. Off 1 <sup>st</sup> leg		Sq. Off 2 <sup>nd</sup> leg			Sq. Off 1 <sup>st</sup> leg		Sq. Off 2 <sup>nd</sup> leg			%	Slab
		%	Minimum Paisa	%	Rs. for Per contract	Minimum Paisa	%	Minimum Paisa	%	Rs. for Per contract	Minimum Paisa		

- The Brokerage will be charged within the prescribed limit i.e. not more than 2.5% of the trade value exclusive of statutory levies and inclusive of sub brokerage.
- In F&O segment brokerage on options will be charged on trading Premium amount @ 2.5% of premium amount or Rs.100/- Per contract, whichever is higher.

Signature of the Client X \_\_\_\_\_



## RUNNING ACCOUNT AUTHORISATIONS

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

To,  
**BAJAJ SHARE & STOCK BROKER PVT. LTD. (BSSBPL)**

Dear Sir,

We are aware that as per the SEBI / Exchange requirement, we request you to kindly keep my account as a running account:-

I/We request you to maintain running balance in my account across exchange NSE and segment to retain the credit balance in any of my/our account and to use the unused funds towards my/our margin/pay-in/other future obligation(s) at any segment(s) of any or all the Exchange(s)/Clearing corporation unless I/we instruct you in writing otherwise.

1. I/We request you to retain securities with you for my/our margin/pay-in/other-future obligation(s) at any segment(s) of any or all exchange(s) / Clearing Corporation, unless I/we instruct you to transfer the same to my / our account in writing.
2. I/We request you to settle my fund and securities account once in every calendar  **Quarter** or  **Once in a month** (Tick Whichever is Applicable) as allowed by SEBI/Stock Exchange time to time except the fund given towards collaterals / margin in form of Bank Guarantee and /or Fixed Deposit Receipt.
3. In case I/We have an outstanding obligation on the settlement date, you may retain the requisite securities/funds towards such obligation and may also retain the funds expected to be required to meet margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. You may charge the cost of holding securities to my / our account with you.
4. I/We confirm you that I will bring to your notice any dispute arising from the statement of account or settlement so made in writing within preferably 30 working days from the date of receipt of funds/securities or statement of accounts or statement related to it, as the case may be at your registered office.
5. I/We hereby authorize you to transfer, make adjustments and / or to set off a part or whole of the securities placed as margin and / or any surplus funds in any of my account/(s) in any other segments of same Exchange / any other Exchanges maintained with you against the outstanding trade dues payable if any, by me in any of my account/(s). You have right of lien on the credit balance in any of my accounts. Any entries passed by you in accordance with this authorization shall be binding on me.
6. In case of outstanding obligation on settlement date you may retain an amount of up to Rs. 10,000/- (net amount across segment and across stock exchanges)
7. "I / We hereby declare that I / We can revoke this authorization any point of time".

I have noted the following:-

The authorization shall be signed by me only and not any power of attorney holder or by any authorized person.

Thanking you,

Yours faithfully,

**Signature of the Client X** \_\_\_\_\_

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

From,	To,
Name:-	<b>BAJAJ SHARE &amp; STOCK BROKER PVT. LTD. (BSSBPL)</b>
Client Code:-	
Email:-	

Dear Sir,

**Confirmation receipt of executed Mandatory and Voluntary Client registration documents.**

With reference to my registration as client with you for NSE in Cash, F&O & CDS segment. I hereby confirm that I / We have received copies of following:-

1. KYC documents
2. Rights and Obligations
3. Risk Disclosure Document (RDD)
4. Guidance note on Do's and Don'ts
5. Policies and Procedures and Tariff Sheet and
6. All other executed Voluntary documents i.e. Running a/c authorization, ECN Consent, Authority letter etc.

Thanking You,

Yours Faithfully

**Signature of the Client X** \_\_\_\_\_