

9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received Certified Copies & Original Verified

IN-PERSON AND KYC VERIFICATION CARRIED OUT BY

Date - -

Emp. Name

Emp. Code

Emp. Designation

Emp. Branch

 [Employee Signature]

SIGNATURE OF EMPLOYEE

INSTITUTION DETAILS

Name

Code

[Institution Stamp / Branch Seal]

CENTRAL KYC REGISTRY | Instructions / Check list / Guidelines for filling Individual KYC Application Form

General Instructions:

- Fields marked with '*' are mandatory fields.
- Tick '→' wherever applicable.
- Self-Certification of documents is mandatory.
- Please fill the form in English and in BLOCK Letters.
- Please fill all dates in DD-MM-YYYY format.
- Wherever state code and country code is to be furnished, the same should be the two-digit code as per Indian Motor Vehicle, 1988 and ISO 3166 country code respectively list of which is available at the end.
- KYC number of applicant is mandatory for updation of KYC details.
- For particular section update, please tick (→) in the box available before the section number and strike off the sections not required to be updated.
- In case of 'Small Account type' only personal details at section number 1 and 2, photograph, signature and self-certification required.

A Clarification / Guidelines on filling 'Personal Details' section

- Name:** Please state the name with Prefix (Mr/Mrs/Ms/Dr/etc.). The name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected.
- Either **father's name** or **spouse's** name is to be mandatorily furnished. In case PAN is not available father's name is mandatory.

B Clarification / Guidelines on filling details if applicant residence for tax purposes in jurisdiction(s) outside India

- Tax identification Number (TIN):** TIN need not be reported if it has not been issued by the jurisdiction. However, if the said jurisdiction has issued a high integrity number with an equivalent level of identification (a "Functional equivalent"), the same may be reported. Examples of that type of number for individual include, a social security/insurance number, citizen/personal identification/services code/number, and resident registration number)

C Clarification / Guidelines on filling 'Proof of Identity [PoI]' section

- If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
- In case of Simplified Measures Accounts for verifying the identity of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 3 (S).

Document Code	Description
01	Identity card with applicant's photograph issued by Central/ State Government Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions.
02	Letter issued by a gazetted officer, with a duly attested photograph of the person.

D Clarification / Guidelines on filling 'Proof of Address [PoA] - Current / Permanent / Overseas Address details' section

- PoA to be submitted only if the submitted PoI does not have an address or address as per PoI is invalid or not in force.
- State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- In case of Simplified Measures Accounts for verifying the address of the applicant, any one of the following documents can also be submitted and undernoted relevant code may be mentioned in point 4.1.

Document Code	Description
01	Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
02	Property or Municipal Tax receipt.
03	Bank account or Post Office savings bank account statement.
04	Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address.
05	Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation.
06	Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India.

E Clarification / Guidelines on filling 'Proof of Address [PoA] - Correspondence / Local Address details' section

- To be filled only in case the PoA is not the local address or address where the customer is currently residing. No separate PoA is required to be submitted.
- In case of multiple correspondence / local addresses, Please fill 'Annexure A1'

F Clarification / Guidelines on filling 'Contact details' section

- Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).
- Do not add '0' in the beginning of Mobile number.

G Clarification / Guidelines on filling 'Related Person details' section

- Provide KYC number of related person if available.

H Clarification / Guidelines on filling 'Related Person details – Proof of Identity [PoI] of Related Person' section


- Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.

F) Bank Details													
1	Bank account Type <input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Others (Please specify)_____												
2	Bank Account Number												
3	Bank Name												
4	Branch Address												
		City/town/village					PIN Code						
		State					Country						
5	MICR Code												
6	IFSC												
G)	Please tick, if applicable: <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)												
H) Standing Instructions													
1	I/We authorise you to receive credits automatically into my/our account.											<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Account to be operated through Power of Attorney (PoA)											<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	SMS Alert facility: [<i>Mandatory if you are giving Power of Attorney (PoA). Ensure that the mobile number is provided in the KYC Application Form</i>]												
	Sr. No.		Holder								Yes	No	
	1		Sole/First Holder								<input type="checkbox"/>	<input type="checkbox"/>	
	2		Second Holder								<input type="checkbox"/>	<input type="checkbox"/>	
	3		Third Holder								<input type="checkbox"/>	<input type="checkbox"/>	
4	Mode of receiving Statement of Account [<i>Tick any one</i>]		<input type="checkbox"/> Physical Form										
			<input type="checkbox"/> Electronic Form [<i>Read Note 3 and ensure that email ID is provided in KYC Application Form</i>].										
I) Guardian Details (where sole holder is a minor):													
[For account of a minor, two KYC Application Forms must be filled i.e. one for the guardian and another for the minor (<i>to be signed by guardian</i>)]													
Guardian Name													
PAN													
Relationship of guardian with minor													

J)	Nomination Option	
	<input type="checkbox"/> I/We wish to make a nomination. [Details are provided at FORM 10]	<input type="checkbox"/> I/We do not wish to make a nomination.

Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. 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. In case non-resident account, I/we also declare that I/we have complied and will continue to comply with FEMA regulations. I/we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant". **I/We have also been informed that "Rights and Obligations of the Beneficial owner and Depository Participant" document has been displayed for information on Depository participant website**

Name(s) of holder(s)	Signature(s) of holder
Sole/ First Holder/ Guardian (in case sole holder is minor) (Mr./Ms.)	 X
Second Holder (Mr./Ms.)	X
Third Holder (Mr./Ms.)	X

Notes :

1. All communication shall be sent at the address of the Sole/First holder only.
2. Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.
3. For receiving Statement of Account in electronic form:
 - I. Client must ensure the confidentiality of the password of the email account.
 - II. Client must promptly inform the Participant if the email address has changed.
 - III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.
4. Strike off whichever is not applicable.

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Authorisation for Debiting of Charges :

I/We hereby authorise you to debit my/our Savings/ Current Bank Account No.
with THE KARUR VYSYA BANK LTD for all the charges relating to this Depository Account.

Please treat this authorisation as irrevocable till further instruction from my/our side is received in writing and duly acknowledged by KARUR VYSYA BANK, DEMAT CELL, CHENNAI.



Signature

Signature

Signature

Signature of SB/CA Account Holder/s

Sr. Nos. 8-14 should be filled only if nominee(s) is a minor:																						
		Details of 1 st Nominee	Details of 2 nd Nominee	Details of 3 rd Nominee																		
8	Date of Birth {in case of minor nominee(s)}																					
9	Name of the Guardian (Mrs. / Ms.) {in case of minor nominee(s)}																					
10	Address of Guardian(s)	PIN Code <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							PIN Code <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							PIN Code <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
11	Mobile / Telephone No. of Guardian																					
12	Email ID of Guardian																					
13	Relationship of Guardian with nominee																					
14	Guardian Identification Details <i>[Please tick any one of following and provide details of same]</i> <input type="checkbox"/> Photograph & Signature <input type="checkbox"/> PAN <input type="checkbox"/> Aadhaar <input type="checkbox"/> Saving Bank account no. <input type="checkbox"/> Proof of Identity <input type="checkbox"/> Demat Account ID																					
		Name(s) of holder(s)		Signature(s) of holder																		
Sole/ First Holder (Mr./Ms.)				(C5) X																		
Second Holder (Mr./Ms.)				X																		
Third Holder (Mr./Ms.)				X																		
Signature of Witness for Nomination																						
Name of the Witness		Address		Signature of witness																		
				(W1)																		
				Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y										
D	D	M	M	Y	Y	Y	Y															

Notes:

1. The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly or jointly. Non- individuals including society, trust, body corporate and partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly, all joint holders will sign the nomination form.
2. A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner.
3. The Nominee(s) shall not be a trust, society, body corporate, partnership firm, karta of Hindu Undivided Family or a power of Attorney holder. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time.
4. Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities.
5. Transfer of securities in favour of a Nominee(s) shall be valid discharge by the depository and the Participant against the legal heir.
6. The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non- individuals including society, trust, body corporate and partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form.
7. On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour of the Nominee(s).
8. Nomination can be made upto three nominees in a demat account. In case of multiple nominees, the Client must specify the percentage of share for each nominee that shall total upto hundred percent. In the event of the beneficiary owner not indicating any percentage of allocation/share for each of the nominees, the default option shall be to settle the claims equally amongst all the nominees.
9. On request of Substitution of existing nominees by the beneficial owner, the earlier nomination shall stand rescinded. Hence, details of nominees as mentioned in the FORM 10 at the time of substitution will be considered. Therefore, please mention the complete details of all the nominees.
10. Copy of any proof of identity must be accompanied by original for verification or duly attested by any entity authorized for attesting the documents, as provided in Annexure D.
11. Savings bank account details shall only be considered if the account is maintained with the same participant.
12. DP ID and client ID shall be provided where demat details is required to be provided.


SEPARATE MOBILE NUMBER & EMAIL ID DECLARATION

I hereby declare that the aforesaid mobile number or E-mail ID belongs to me or My family (spouse, dependent children and dependent parents).

CLIENT ID

DATE:

DP ID : IN303382	Name of the Customer	Mobile Number	Email Id of the Customer
1st Account holder			
2nd Account holder			
3rd Account holder			

 Signature 1st holder	Signature 2nd holder	Signature 3rd holder
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Acknowledgement



THE KARUR VYSYA BANK LTD

DP ID - IN 303382

Demat Cell. 4 th Floor, Padmavathiar Road, Gopalapuram, Chennai-600086

Phone-044-28359243-46/ 48

Received the application from Mr./Ms. _____ as the sole/first holder along with

_____ and _____ as the second and third holders respectively for

opening of a depository account. Please quote the DP ID & Client ID allotted to you in all your future correspondence.

Date :

D	D	M	M	Y	Y	Y	Y
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Participant Stamp & Signature

SECTION : F SCHEDULE OF CHARGES FOR DEPOSITORY SERVICES

S.NO	FEE HEAD	FEES	NSDL Charges are extra at actual Present NSDL Charges are	
01.	Account Opening	Nil	SELL (Market/ Off-Market)	Rs.4.50/- per debit instruction,
02.	Stamp Duty / Kit Charges	Nil		Nil for commercial paper and short term Debt instrument
03.	DEMAT	Rs.30/- per certificate/per company Rs.5/- for every additional certificate	REMATERIALISATION	Rs.10/- per certificate for 100 Shares
04.	Account Maintenance Charges: Resident Individual Others	Rs.250/- per annum (up front) Rs.500/- per annum (up front)	PLEDGE CREATION	Rs.25/- per instruction
			NSDL Annual Maintenance charges Rs.500 (additional) for Corporate Accounts.	
			CONDITIONS :	
05.	Transaction (Market and Off Market)	Sell Rs.19/-or 0.02% of market value which ever is higher. Maximum of Rs.500/- per instruction + NSDL charges Buy NIL	<ol style="list-style-type: none"> The value of shares and charges are calculated as per NSDL formula and rates. There will be a charge Rs.100/- for dishonour of any cheque or unsuccessful attempt to recover payment through direct debit or ECS. The depository services are liable to discontinuation if KVB is unable to recover charges from the customer, for any reason whatsoever. In such cases, there will be a charge of Rs.250/- for resumption of services and the services will be resumed after a minimum of three working days from the date of receipt of request at KVB Demat Cell Chennai. Any service that is not indicated above will be charged separately as per the rates applicable from time to time. KVB reserves the rights to revise the tariff structure from time to time with a notice of 30 days. The mentioned charges are exclusive of service tax and any other charges levied by Govt. bodies / Statutory authorities etc from time to time. 	
06.	Pledge Creation /Confirmation	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-+ NSDL Charges		
07.	Pledge Closure	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-		
08.	Pledge Invocation	Rs.20/- per instruction		
09.	Account closing	Nil		
10.	REMAT	Rs.20/- per instruction + NSDL charges		
11.	Failed instruction / Late charges	Rs.25/- per instruction		

C7

Sole / First Holder

Second Holder

Third Holder

SECTION : F SCHEDULE OF CHARGES FOR DEPOSITORY SERVICES

S.NO	FEE HEAD	FEES	NSDL Charges are extra at actual Present NSDL Charges are	
01.	Account Opening	Nil	SELL (Market/ Off-Market)	Rs.4.50/- per debit instruction,
02.	Stamp Duty / Kit Charges	Nil		Nil for commercial paper and short term Debt instrument
03.	DEMAT	Rs.30/- per certificate/per company Rs.5/- for every additional certificate	REMATERIALISATION	Rs.10/- per certificate for 100 Shares
04.	Account Maintenance Charges: Resident Individual Others	Rs.250/- per annum (up front) Rs.500/- per annum (up front)	PLEDGE CREATION	Rs.25/- per instruction
			NSDL Annual Maintenance charges Rs.500 (additional) for Corporate Accounts.	
			CONDITIONS :	
05.	Transaction (Market and Off Market)	Sell Rs.19/-or 0.02% of market value which ever is higher. Maximum of Rs.500/- per instruction + NSDL charges Buy NIL	<ol style="list-style-type: none"> The value of shares and charges are calculated as per NSDL formula and rates. There will be a charge Rs.100/- for dishonour of any cheque or unsuccessful attempt to recover payment through direct debit or ECS. The depository services are liable to discontinuation if KVB is unable to recover charges from the customer, for any reason whatsoever. In such cases, there will be a charge of Rs.250/- for resumption of services and the services will be resumed after a minimum of three working days from the date of receipt of request at KVB Demat Cell Chennai. Any service that is not indicated above will be charged separately as per the rates applicable from time to time. KVB reserves the rights to revise the tariff structure from time to time with a notice of 30 days. The mentioned charges are exclusive of service tax and any other charges levied by Govt. bodies / Statutory authorities etc from time to time. 	
06.	Pledge Creation /Confirmation	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-+ NSDL Charges		
07.	Pledge Closure	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-		
08.	Pledge Invocation	Rs.20/- per instruction		
09.	Account closing	Nil		
10.	REMAT	Rs.20/- per instruction + NSDL charges		
11.	Failed instruction / Late charges	Rs.25/- per instruction		

C8

Sole / First Holder

Second Holder

Third Holder



FATCA/CRS Declaration Form (For Individuals) (Foreign Account Tax Compliance Act / Common Reporting Standard)

Client Name:	PAN No. :
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PART A				
Country of Residence				
Residence for Tax Purposes				
Country of Birth	Place	Date		
US Person* (YES /No)				

PART B				
If in any of the fields under "PART A", the 'Country' mentioned is other than 'INDIA' or if U.S person=Yes , then either fill the details in Part-B (i) below OR sign the self-declaration in Part-B(ii)				
Part B (i)				
S.No (1)	Country of Tax Residency # (2)	Tax Payer Identification Number (TIN) / Functional Equivalent (3)	Issuing Country of TIN / Functional Equivalent (4)	Specify whether column (3) is TIN / Functional Equivalent (5)
# to include all countries other than India, where investor is Citizen / Resident / Green Card Holder / Tax Resident in those respective countries especially of USA				

Part B (ii) (If Part B is applicable but Part B(i) has not been filled in, kindly provide information below)

I confirm that I am neither a U.S Person nor a resident for Tax purpose in any country other than India, though one or more parameters suggest my relation with the country outside India. Therefore, I am providing the following document as proof of my citizenship and residency in India.

Passport
 Voter ID
 Aadhaar
 PAN
 Driving License
 Govt ID

 (C9) _____
Signature

NREGA Job Card
 Document# _____

***-Definition for the term 'U.S Person' is available on the rear of this form**

Declaration by customer:

- I hereby certify that I have declared my status as per the rules applicable under section 285BA of the Income Tax Act, 1961 as notified by Central Board of Direct Taxes(CBDT) vide notification No.S.O.2155(E)dated 7th August 2015 and RBI Circular No. RBI/2015-16/165.DBR.AML.BC.No.36/14.01.001/2015-16 dated 28th August 2015 in this regard.
- I understand that the Bank is relying on this information for the purpose of determining the status of the applicant named above in compliance with FATCA/CRS. I shall seek advice from a professional tax advisor for clarification on my tax residency and its implication under FATCA / CRS.
- I understand and acknowledge that as per the provisions of Income Tax Act, Rules made thereunder and guidelines issued by the RBI in the matter, depending upon the residential status and / or other criteria stipulated therein, the Bank may have to report the details in respect of my account(s) as per the prescribed format to the Central Board of Direct Taxes (CBDT) or other Government Agencies to comply with the obligations as per the Inter-Governmental Agreements(IGA) and common Reporting Standards (CRS) and or any other similar arrangements.
- I certify that the information provided by me above as applicable to me and signed by me as well as in the documentary evidence provided by me is, to the best of my knowledge and belief, true, correct and complete and that I have not withheld any material information that may affect the assessment / categorization of my account as a U.S Reportable Account or other Reportable Account or otherwise. In case any of the above information is found to be false or untrue or misleading or misinterpreting, I am aware that I may be held liable for it.
- I undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided above, as well as in the documentary evidence provided by me or if any certification becomes incorrect and to provide fresh and valid self-declaration along with documentary evidence.
- I agree to make good any loss that may be caused to KarurVysya Bank on account of providing incorrect or incomplete information by me.

Place : _____ Date : _____ (C10) Customer Signature :

The term 'United States person' will be based on one or more of the following indicia:

- An individual, being a citizen or resident of the United States of America.
- Unambiguous indication of a US place of birth
- Current US mailing/residence address (including a US post office box)/Current US telephone Number
- Standing instructions to transfer funds to an account maintained in USA
- Current effective power of attorney or signing authority granted to a person with a US address (or) An 'in-care-of' or 'Hold mail' address that is the sole address the Indian Financial Institution has on the file for the account holder.

CHECKLIST

1. Customer Signature from C1 to C10.
2. Customer Self attestation in all Supporting documents.
3. Address proof required for both **Permanent** and **Correspondence address** separately. If you provide 2 different Addresses in the form you have to provide Address proof for both the addresses given.
4. KVB Employee Attestation (In Person verification) & **Branch Round seal** in Page no 3.
5. **Mother Name** of the Applicant is Mandatory.
6. Branch Round Seal & Employee attestation in all Supporting documents after Verifying the Photocopies with Originals.
7. Photograph in copy of Id Proof should be Clearly visible.
8. Any Correction (overwriting, whitener used etc..) in Application form should be authenticated (Counter sign) by the customer.
9. Photocopy of Aadhaar card can be accepted as address proof But not E-Aadhaar.
10. Name of the customer should match with any one of the Photo Id proof given.
11. "Rights and Obligations" page to be given to customer.
12. Address filled in the form *should exactly match with Address Proof for Permanent Address and Correspondent Address* given.
14. Witness (W1) Mandatory for Nomination - Page no 8
15. Nominee PAN copy or AADHAR copy attested by applicant can be accepted for Nomination during the absence of the Nominee. Please advise the clients to nominate any one to avoid legal problems in future.

Note: For Individual Demat Account Customers Only (To be given to the Customers)

Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories

General Clause

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.

2. The DP shall open/activate Demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

Beneficial Owner information

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.

4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the Demat account or furnished to the DP from time to time.

Fees/Charges/Tariff

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "no charges are payable for opening of Demat accounts"

6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.

7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

Dematerialization

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

Separate Accounts

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.

10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and/or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in Demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

Transfer of Securities

11. The DP shall effect transfer to and from the Demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.

12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his Demat account and the DP shall act according to such instructions.

Statement of account

13. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.

14. However, if there is no transaction in the Demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.

15. The DP may provide the services of issuing the statement of Demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of Demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statement of Demat account in the electronic mode, then the Participant shall be obliged to forward the statement of Demat accounts in physical form.

16. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

Manner of Closure of Demat account

17. The DP shall have the right to close the Demat account of the Beneficial Owner, for

any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her Demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their Demat account should be transferred to another Demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.

18. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of Demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

Default in payment of charges

19. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the Demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.

20. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

Liability of the Depository

21. As per Section 16 of Depositories Act, 1996,

1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

Freezing/Defreezing of accounts

22. The Beneficial Owner may exercise the right to freeze/defreeze his/her Demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.

23. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

Redressal of Investor grievance

24. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

Authorized representative

25. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

Law and Jurisdiction

26. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the Demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.

27. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.

28. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.

29. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and/or SEBI

30. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.

31. 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 Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.