



Additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

I. Corporate:

- a) Copy of the balance sheets for the last 2 financial years (to be submitted every year).
- b) Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).
- c) Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.
- d) Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.
- e) Copies of the Memorandum and Articles of Association and certificate of incorporation.
- f) Copy of the Board Resolution for investment in securities market.
- g) Authorised signatories list, specimen signatures and photographs.



Karur Vysya Bank

Smart way to bank

THE KARUR VYSYA BANK LTD - DEMAT CELL

4TH FLOOR, NO1 PADMAVATHIAR STREET, GOPALAPURAM, CHENNAI-600086

PH - 28359243-46/48

DP ID - IN303382

<p>Photograph</p> <p>Please affix the recent passport size photograph and sign across it</p>

Please fill this form in ENGLISH and in BLOCK LETTERS

A. IDENTITY DETAILS

1	Name of the Applicant													
2	Date of incorporation	D	D	M	M	Y	Y	Y	Y	Place of incorporation				
3	Date of commencement of business	D	D	M	M	Y	Y	Y	Y					
4	a) PAN									b) Registration No. (e.g. CIN)				
5	Status (please tick any one):													
	<input type="checkbox"/> Private Limited Co.	<input type="checkbox"/> Bank	<input type="checkbox"/> Partnership											
	<input type="checkbox"/> Public Ltd. Co.	<input type="checkbox"/> Government Body	<input type="checkbox"/> FI											
	<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Non Government Organization	<input type="checkbox"/> FII											
	<input type="checkbox"/> Trust	<input type="checkbox"/> Defense Establishment	<input type="checkbox"/> HUF											
	<input type="checkbox"/> Charities	<input type="checkbox"/> Society	<input type="checkbox"/> AOP											
	<input type="checkbox"/> NGO's	<input type="checkbox"/> LLP	<input type="checkbox"/> BOI											
	<input type="checkbox"/> Others (please specify) _____													

B. ADDRESS DETAILS

1	Correspondence Address	<p>_____</p> <p>_____</p>									
	City/town/village					PIN Code					
	State					Country					
2	Specify the proof of address submitted for correspondence address										
3	Contact Details	Tel. (Off.)					Tel. (Res.)				
		Fax No.					Mobile No.				
		Email ID									
4	Registered address (if different from above):	<p>_____</p> <p>_____</p>									
	City/town/village					PIN Code					
	State					Country					

C. OTHER DETAILS

1	Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors:	If space is insufficient, enclose these details separately <i>[Illustrative format enclosed]</i>
2	DIN of whole time directors:	
3	Aadhaar number of Promoters/Partners/Karta	

D. DECLARATION

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.

Name & Signature of the Authorised Signatory(ies) _____ **Date**

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

FOR OFFICE USE ONLY

Originals verified and Self-Attested Documents copies received

Name and Signature of the Authorised Signatory		Seal/Stamp of the intermediary							
Date	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">D</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">M</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td><td style="width: 20px; text-align: center;">Y</td></tr></table>		D	D	M	M	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

**Details of Promoters/ Partners/ Karta / Trustees and whole time directors forming a part of Know Your Client (KYC)
Application Form for Non-Individuals**

Sr. No.	Name	Relationship with Applicant <i>(i.e. promoters, whole time directors etc.)</i>	PAN	Residential / Registered Address	DIN of whole time directors /Aadhaar number of Promoters/Partners/Karta	Photograph
1						
2						
3						
4						
5						

Name & Signature of the Authorised Signatory(ies)								
	Date	D	D	M	M	Y	Y	Y

	5	MICR Code																	
	6	IFSC																	
G)	Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors:			<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)															
H)	Clearing Member Details (to be filled up by Clearing Members only)																		
	1	Name of Stock Exchange																	
	2	Name of Clearing Corporation/ Clearing House																	
	3	Clearing Member ID																	
	4	SEBI Registration Number																	
	5	Trade Name																	
	6	CM-BP-ID (to be filled up by Participant)																	
I)	Standing Instructions																		
	1	We authorise you to receive credits automatically into 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																	
		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 [Tick any one]		<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>].															

Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by us and we have understood the same and we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and 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, we are aware that we may be held liable for it. I/we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant".

Authorised Signatories (Enclose a Board Resolution for Authorised Signatories)

Sole/First Holder	Name	Signature(s)
First Signatory		X

Second Signatory		X
Third Signatory		X
<u>Other Holders</u>		
Second Holder		X
Third Holder		X

Mode of Operation for Sole/First Holder (In case of joint holdings, all the holders must sign)	
<input type="checkbox"/> Any one singly	
<input type="checkbox"/> Jointly by	
<input type="checkbox"/> As per resolution	
<input type="checkbox"/> Others (please specify)	

Notes:

1. In case of additional signatures, separate annexures should be attached to the application form.
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.

=====

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.

C4

Signature

Signature

Signature

Signature of SB/CA Account Holder/s

Acknowledgement



THE KARUR VYSYA BANK LTD

DP ID - IN 303382

4TH FLOOR, NO1 PADMAVATHIAR STREET, GOPALAPURAM, CHENNAI-600086

PH - 28359243-46/48

Received the application from M/s _____ as the sole/first holder alongwith _____ and _____ as the second and third holders respectively for opening of a depository account. Please quote the DP ID & Client ID allotted to you (CM-BP-ID in case of Clearing Members) in all your future correspondence.

Date :

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

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	Rs.4.50/- per debit instruction,
02.	Stamp Duty / Kit Charges	Nil	(Market/ Off-Market)	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	1. The value of shares and charges are calculated as per NSDL formula and rates.	
06.	Pledge Creation /Confirmation	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-+ NSDL Charges	2. 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.	
07.	Pledge Closure	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-	3. Any service that is not indicated above will be charged separately as per the rates applicable from time to time.	
08.	Pledge Invocation	Rs.20/- per instruction	4. KVB reserves the rights to revise the tariff structure from time to time with a notice of 30 days.	
09.	Account closing	Nil	5. The mentioned charges are exclusive of service tax and any other charges levied by Govt. bodies / Statutory authorities etc from time to time.	
10.	REMAT	Rs.20/- per instruction + NSDL charges		
11.	Failed instruction / Late charges	Rs.25/- per instruction		

C5

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	Rs.4.50/- per debit instruction,
02.	Stamp Duty / Kit Charges	Nil	(Market/ Off-Market)	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	1. The value of shares and charges are calculated as per NSDL formula and rates.	
06.	Pledge Creation /Confirmation	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-+ NSDL Charges	2. 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.	
07.	Pledge Closure	0.02% of Market value with a minimum of Rs.25/- per instruction. Maximum of Rs.250/-	3. Any service that is not indicated above will be charged separately as per the rates applicable from time to time.	
08.	Pledge Invocation	Rs.20/- per instruction	4. KVB reserves the rights to revise the tariff structure from time to time with a notice of 30 days.	
09.	Account closing	Nil	5. The mentioned charges are exclusive of service tax and any other charges levied by Govt. bodies / Statutory authorities etc from time to time.	
10.	REMAT	Rs.20/- per instruction + NSDL charges		
11.	Failed instruction / Late charges	Rs.25/- per instruction		

C6

Sole / First Holder

Second Holder

Third Holder

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.
