



**Important Instructions:**

- A) Fields marked with '\*' are mandatory fields.
- B) Please fill the form in English and in BLOCK letters.
- C) Please fill the date in DD-MM-YYYY format.
- D) Please read section wise detailed guidelines / instructions at the end.
- E) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.
- F) List of two character ISO 3166 country codes is available at the end.
- G) KYC number of applicant is mandatory for update application.
- H) For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.

**For office use only** (To be filled by financial institution)

Application Type\*  New  Update

KYC Number  (Mandatory for KYC update request)

Account Type\*  Normal  Simplified (for low risk customers)  Small

**1. PERSONAL DETAILS** (Please refer instruction **A** at the end)

Prefix	First Name	Middle Name	Last Name
<input type="checkbox"/> Name* (Same as ID proof)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name (If any*)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	<input type="checkbox"/> M- Male	<input type="checkbox"/> F- Female	<input type="checkbox"/> T-Transgender
Marital Status*	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	<input type="checkbox"/> Others
Citizenship*	<input type="checkbox"/> IN- Indian	<input type="checkbox"/> Others (ISO 3166 Country Code <input type="text"/> )	
Residential Status*	<input type="checkbox"/> Resident Individual	<input type="checkbox"/> Non Resident Indian	<input type="checkbox"/> Person of Indian Origin
Occupation Type*	<input type="checkbox"/> S-Service ( <input type="checkbox"/> Private Sector	<input type="checkbox"/> Public Sector	<input type="checkbox"/> Government Sector )
	<input type="checkbox"/> O-Others ( <input type="checkbox"/> Professional	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student)
	<input type="checkbox"/> B-Business		
	<input type="checkbox"/> X- Not Categorised		

**PHOTO**

Signature / Thumb Impression

**2. TICK IF APPLICABLE**  RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA (Please refer instruction **B** at the end)

ADDITIONAL DETAILS REQUIRED\* (Mandatory only if section 2 is ticked)

ISO 3166 Country Code of Jurisdiction of Residence\*

Tax Identification Number or equivalent (If issued by jurisdiction)\*

Place / City of Birth\*  ISO 3166 Country Code of Birth\*

**3. PROOF OF IDENTITY (PoI)\*** (Please refer instruction **C** at the end)

(Certified copy of any one of the following Proof of Identity [PoI] needs to be submitted)

<input type="checkbox"/> A- Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
<input type="checkbox"/> B- Voter ID Card	<input type="text"/>		
<input type="checkbox"/> C- PAN Card	<input type="text"/>		
<input type="checkbox"/> D- Driving Licence	<input type="text"/>	Driving Licence Expiry Date	<input type="text"/>
<input type="checkbox"/> E- UID (Aadhaar)	<input type="text"/>		
<input type="checkbox"/> F- NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> Z- Others (any document notified by the central government)	<input type="text"/>	Identification Number	<input type="text"/>
<input type="checkbox"/> S- Simplified Measures Account - Document Type code	<input type="text"/>	Identification Number	<input type="text"/>

**4. PROOF OF ADDRESS (PoA)\***

**4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS** (Please see instruction **D** at the end)

(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)

Address Type*	<input type="checkbox"/> Residential / Business	<input type="checkbox"/> Residential	<input type="checkbox"/> Business	<input type="checkbox"/> Registered Office	<input type="checkbox"/> Unspecified
Proof of Address*	<input type="checkbox"/> Passport	<input type="checkbox"/> Driving Licence	<input type="checkbox"/> UID (Aadhaar)	<input type="text"/> please specify	
	<input type="checkbox"/> Voter Identity Card	<input type="checkbox"/> NREGA Job Card	<input type="checkbox"/> Others	<input type="text"/>	
	<input type="checkbox"/> Simplified Measures Account - Document Type code	<input type="text"/>			

**Address**

Line 1\*

Line 2

Line 3

District\*  Pin / Post Code\*  State / U.T Code\*  ISO 3166 Country Code\*



**General Instructions:**

- 1 Fields marked with '\*' are mandatory fields.
- 2 Tick '✓' wherever applicable.
- 3 Self-Certification of documents is mandatory.
- 4 Please fill the form in English and in BLOCK Letters.
- 5 Please fill all dates in DD-MM-YYYY format.
- 6 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.
- 7 KYC number of applicant is mandatory for updation of KYC details.
- 8 For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.
- 9 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**

- 1 **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.
- 2 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**

- 1 **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**

- 1 If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
- 2 Mention identification / reference number if 'Z- Others (any document notified by the central government)' is ticked.
- 3 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**

- 1 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.
- 2 State / U.T Code and Pin / Post Code will not be mandatory for Overseas addresses.
- 3 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**

- 1 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.
- 2 In case of multiple correspondence / local addresses, Please fill '**Annexure A1**'

**F Clarification / Guidelines on filling 'Contact details' section**

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

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

- 1 Provide KYC number of related person if available.

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

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

**List of two – digit state / U.T codes as per Indian Motor Vehicle Act, 1988**

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

**List of ISO 3166 two- digit Country Code**

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

**Know Your Client (KYC)  
Application Form (For Individuals Only)**



Application No. :

Please fill in ENGLISH and in BLOCK LETTERS

**A. Identity Details (please see guidelines overleaf)**

1. Name of Applicant (As appearing in supporting identification document).

Name

Father's/Spouse Name

2. Gender  Male  Female    B. Marital status  Single  Married    C. Date of Birth 



 / 



 /

3. Nationality  Indian  Other (Please specify) \_\_\_\_\_

4. Status Please tick (✓)  Resident Individual  Non Resident  Foreign National (Passport Copy Mandatory for NRIs & Foreign Nationals)

5. PAN 



 Please enclose a duly attested copy of your PAN Card

Aadhaar Number, if any: \_\_\_\_\_

6. Proof of Identity submitted for PAN exempt cases Please Tick (✓)

UID (Aadhaar)  Passport  Voter ID  Driving Licence  Others \_\_\_\_\_ (Please see guideline 'D' overleaf)

PHOTOGRAPH

Please affix the recent passport size photograph and sign across it

**B. Address Details (please see guidelines overleaf)**

1. Address for Residence/Correspondence

City / Town / Village		Country	Pin Code
State			

2. Contact Details

Tel. (Off.) (ISD) (STD)	Tel. (Res.) (ISD) (STD)
Mobile (ISD) (STD)	Fax (ISD) (STD)
E-Mail Id.	

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted 



 / 



 /

4. Permanent Address of Resident Applicant if different from above B1 OR Overseas Address (Mandatory) for Non-Resident Applicant

City / Town / Village		Country	Pin Code
State			

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport  Ration Card  Registered Lease/Sale Agreement of Residence  Driving License  Voter Identity Card  \*Latest Bank A/c Statement/Passbook  \*Latest Telephone Bill (only Land Line)  \*Latest Electricity Bill  \*Latest Gas Bill  Others (Please specify) \_\_\_\_\_

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted 



 / 



 /

6. Any other information: \_\_\_\_\_

**DECLARATION**

**SIGNATURE OF APPLICANT**

I hereby declare that the details furnished above are true and correct to the best of my/our 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/we are aware that I/we may be held liable for it.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

IPV Done  on 



 / 



 /

AMC/Intermediary name OR code \_\_\_\_\_

(Originals Verified) Self Certified Document copies received

(Attested) True copies of documents received

Main Intermediary \_\_\_\_\_

Seal/Stamp of the intermediary should contain

Staff Name

Designation

Name of the Organization

Signature

Date

Seal/Stamp of the intermediary should contain

Staff Name

Designation

Name of the Organization

Signature

Date

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

### B. Proof of Identity (POI): List of documents admissible as Proof of Identity:

1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

### C. Proof of Address (POA): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale

Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.

2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook - Not more than 3 months old.
4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
6. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN

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

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

### E. List of people authorized to attest the documents:

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



## CDSL Account Opening Form

**Aldan Investments Private Limited**

**Depository participant:** Central Depository Services Limited

**DP SEBI Registration Number:** IN-DP-CDSL-44-2015

**CDSL DP ID:** 40600

**Email:** [info@aldaninvestments.com](mailto:info@aldaninvestments.com)

[jyotsana@aldaninvestments.com](mailto: jyotsana@aldaninvestments.com)

[meet@aldaninvestments.com](mailto: meet@aldaninvestments.com)

**Registered address:** 701 Heritage Plaza, Opp. Indian Oil Nagar, JP Road, Andheri West, Mumbai 400053, Maharashtra, India

**Telephone:** +912266707878, +912266707815

<b>Aldan Investments DP Account number</b>	12040600
<b>1<sup>st</sup> Account holder name</b>	
<b>2<sup>nd</sup> Account holder name</b>	
<b>3<sup>rd</sup> Account holder name</b>	
<b>CKYC Number</b>	
<b>Trading/UCC Code</b>	
<b>DP Internal reference number</b>	
<b>Branch/location</b>	

# Aldan Investments Private Limited

DP ID 40600  
701 Heritage Plaza, Opp. Indian Oil Nagar  
JP Road, Andheri (W), Mumbai 400053



## Individuals

Application Number					Date	D	D	M	M	Y	Y	Y	Y
DP Internal Reference Number					UCC Code								
					Exchange Name & ID	NSE	1	2	5	9	9		
					BSE	1	8	1					
BO ID	1	2	0	4	0	6	0	0					
Client ID	0	0	0										

To be filled by the applicant in **BLOCK LETTERS** in English

## Account holder details

Sole/first account holder name					PAN								
					UID								
Second account holder name					PAN								
					UID								
Third account holder name					PAN								
					UID								

<b>Name*</b>	
* In case of Firms, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name of the Firm, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned above.	

## Type of Account (Please tick whichever is applicable)

Status	Sub-status			
Individual	<input type="checkbox"/>	Individual resident	<input type="checkbox"/>	Individual director
	<input type="checkbox"/>	Individual director's relative	<input type="checkbox"/>	Individual HUF/AOP
	<input type="checkbox"/>	Individual promotor	<input type="checkbox"/>	Minor
	<input type="checkbox"/>	Individual margin trading account	<input type="checkbox"/>	Others ( <i>Specify below</i> )
NRI	<input type="checkbox"/>	NRI Repatriable	<input type="checkbox"/>	NRI non-repatriable
	<input type="checkbox"/>	NRI repatriable promotor	<input type="checkbox"/>	NRI non-repatriable promotor
	<input type="checkbox"/>	NRI: Depository receipts	<input type="checkbox"/>	Others ( <i>Specify below</i> )
Foreign national	<input type="checkbox"/>	Foreign nationals	<input type="checkbox"/>	Foreign national depository receipts

## Details of Guardian (in case the account holder is minor)

Guardian's Name		PAN	
Relationship with the applicant			

# Aldan Investments Private Limited

DP ID 40600  
701 Heritage Plaza, Opp. Indian Oil Nagar  
JP Road, Andheri (W), Mumbai 400053



I/We instruct the DP to receive each credit in my/our account <i>(If not marked, the default option would be 'Yes')</i>	(Automatic Credit)		
	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
I/We would like to instruct the DP to accept all the pledge instructions in my/our account without any other further instruction from my/our end <i>(If not marked, the default option would be 'No')</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
	Account Statement Requirement		
	As per SEBI regulation		
	<input type="checkbox"/> Daily		
	<input type="checkbox"/> Weekly		
	<input type="checkbox"/> Fortnightly		
	<input type="checkbox"/> Monthly		
I/We request you to send Electronic Transaction-cum-Holding Statement at the email ID mentioned below:	<input type="checkbox"/> Yes		
	<input type="checkbox"/> No		
I/We would like to share the email ID with the RTA	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No
I/We would like to receive the Annual Report <i>(Tick the applicable box. If not marked the default option would be in electronic)</i>	<input type="checkbox"/> Physical		
	<input type="checkbox"/> Electronic		
	<input type="checkbox"/> Physical and electronic		
I/We wish to receive dividend/interest directly into my bank account as given below through ECS <i>(If not marked, the default option would be 'Yes')</i> <i>[ECS is mandatory for locations notified by SEBI from time to time]</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
	BSDA Facility		
	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

## Bank Details (Dividend Bank Details)

Bank Code (9-digit MICR code)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFSC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account type	<input type="checkbox"/> Savings		<input type="checkbox"/> Current							
	<input type="checkbox"/> Others <i>(specify)</i>									
Bank name	<input type="text"/>									
Branch name	<input type="text"/>									
Bank branch address	<input type="text"/>									
City	State									
Country	PIN Code		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- (i) Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued, (or)
- (ii) Photocopy of the Bank Statement having name and address of the BO, (or)
- (iii) Photocopy of the Passbook having name and address of the BO, (or)
- (iv) Letter from the Bank.

*In case of options (ii), (iii) and (iv) above, MICR code of the branch should be present/mentioned on the document.*

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## Other details

Gross Annual Income Details	Income range per annum:	
	Up to INR 1,00,000	INR 1,00,000 to 5,00,000
	INR 5,00,000 to 10,00,000	INR 10,00,000 to 25,00,000
	More than INR 25,00,000	
<i>(Net worth should not be older than one year)</i>	Net worth as on (Date)	D   D   M   M   Y   Y   Y   Y
	Amount (INR)	
Occupation	Private/Public sector	Government service
	Business	Professional
	Agriculture	Retired
	Housewife	Student
	Others ( <i>specify</i> )	
Please tick if applicable	Politically exposed person	Related to politically exposed person
Any other information		

SMS Alert facility <i>Refer to T&amp;Cs given in Annexure 2.4</i>	+   9   1
	<i>Mandatory, if you are giving Power of Attorney (POA). If POA is not granted &amp; you do not wish to avail of this facility, cancel this option</i>
Transactions Using Secured Texting Facility (TRUST). <i>Refer to T&amp;Cs given in Annexure 2.6</i>	I wish to avail the TRUST facility using the Mobile number registered for SMS Alert Facility. I have read and understood the Terms and Conditions prescribed by CDSL for the same.
	YES NO
	I/We wish to register the following clearing member IDs under my/our below mentioned BO ID registered for TRUST
<i>Easi</i>	To register for <b>Easi</b> , please visit our website <a href="http://www.cdslindia.com">www.cdslindia.com</a> . <b>Easi</b> allows a BO to view his ISIN balances, transactions and value of the portfolio online.

## Mode of Operation for Execution of Transactions (Transfer, Pledge & Freeze)

Jointly	Anyone of the holder
---------	----------------------

Consent for Communication to be received by first account holder/ all Account holder: (Tick the applicable box. If not marked the default option would be <b>first holder</b> .)		
First holder	All holder	Email Address
	Second holder	
	Third holder	

# Aldan Investments Private Limited

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## Nomination Details

UCC Details for other DP and exchange	
Nomination Registration Number	
Date	

I/We hereby confirm that I/We do not wish to appoint any nominee(s) in my/our trading/DEMAT account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my/our legal heirs would need to submit all the requisite documents/information for claiming of assets held in my/our trading/DEMAT account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the trading/DEMAT account.		
Name and signature of holder(s)*		
Sole/first holder	Second holder	Third holder



*\*Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature*



**Nomination Form**

*[Annexure A to SEBI circular No. SEBI/HO/MIRSD/RTAMB/CIR/P/2021/601 dated July23, 2021, on Mandatory Nomination for Eligible Trading and DEMAT Accounts]*

To be filled in by individual applying singly or jointly																	
Date	D	D	M	M	Y	Y	Y	Y	DP ID	1	2	0	4	0	6	0	0
Client ID	0	0	0														
I/We wish to make a nomination and do hereby nominate the following person(s) who shall receive all the assets held in my/our account in the event of my/our death																	
Nomination details																	
Up to 3 nominations per account				Details of 1 <sup>st</sup> Nominee				Details of 2 <sup>nd</sup> Nominee				Details of 3 <sup>rd</sup> Nominee					
<b>MANDATORY DETAILS</b>																	
1	Name of the nominee(s) (Mr./Mrs.)*																
2	Share of each nominee (mention % of share)			%				%				%					
		Equally			<i>Any odd lot after division shall be transferred to the first nominee mentioned in the form.</i>												
	Specific share of each nominee																
3	Relationship w/ account holder (if any)																
*Date of birth and name of Guardian to be provided in case of minor nominee(s)																	
<b>NON-MANDATORY DETAILS</b>																	
4	Registered address of nominee (as per address proof)																
	PIN Code																
5	Mobile number																
6	Email address																

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Nominee/Guardian ID Proof						
7	<i>Tick the list of nominee documents submitted</i>					
	<input type="checkbox"/>	Photograph and signature	<input type="checkbox"/>	PAN	<input type="checkbox"/>	Aadhar card
	<input type="checkbox"/>	Bank account details	<input type="checkbox"/>	DEMAT account ID	<input type="checkbox"/>	Others ( <i>specify</i> )
	Serial number 8 to 14 should be filled only if the nominee(s) is a minor					
8	Date of birth					
9	Name of the guardian(s)					
10	Address of the guardian(s)					
	PIN Code					
11	Mobile number of the guardian(s)					
12	Email address of the guardian(s)					
13	Relationship of guardian(s) w/ the nominee					
14	Guardian identification details					
	<i>Tick the list of nominee documents submitted</i>					
	<input type="checkbox"/>	Photograph and signature	<input type="checkbox"/>	PAN	<input type="checkbox"/>	Aadhar card
	<input type="checkbox"/>	Bank account details	<input type="checkbox"/>	DEMAT account ID	<input type="checkbox"/>	Others ( <i>specify</i> )
Name(s) of the holder(s)					Signature of holder(s)*	
* Signature of witness, along with name and address are required, if the account holder affixes thumb impression, instead of signature						



**Note:**

- This nomination shall supersede any prior nomination made by the account holder(s), if any
- The Trading Member/Depository Participant shall provide acknowledgement of the nomination form to the account holder(s)
- Residual securities: in case of multiple nominees, please choose any one nominee who will be credited with residual securities remaining after distribution of securities as per percentage of allocation. If you fail to choose one such nominee, then shall be transferred to the first nominee

**Aldan Investments Private Limited**

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I/We have received and read the Rights and Obligations document and terms & conditions and agree to abide by and be bound by the same and by the Bye Laws as are in force from time to time. I/We declare that the particulars given by me/us above are true and to the best of my/our knowledge as on the date of making this application. I/We agree and undertake to intimate the DP any change(s) in the details/particulars mentioned by me/us in this form. I/We further agree that any false/misleading information given by me/us, or suppression of any material information will render my account liable for termination and suitable action.

	<b>Sole/First holder or Guardian (in case of minor)</b>	<b>Second holder</b>	<b>Third holder</b>
Name			
Signature*			



*\*Signature in blue ink only*

===== (tear from here) =====

**Acknowledgement receipt**

<b>Application Number</b>		<b>Date</b>	D	D	M	M	Y	Y	Y	Y
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We hereby acknowledge the receipt of the account opening application form:

Name of Sole/First holder	
Name of Second holder	
Name of Third holder	

**Depository participant seal and signature**

===== (tear from here) =====



**Declaration for opting out of nomination**

I/We hereby confirm that I/We do not wish to appoint any nominee(s) in my/our MF Folio/demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my/our legal heirs would need to submit all the requisite documents/information for claiming of assets held in my/our MF Folio/demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the MF Folio/demat account.

Name of the account holder(s)	Signature of the account holder(s)



## Terms And Conditions-cum-Registration/Modification Form for receiving SMS Alerts from CDSL

*[SMS Alerts will be sent by CDSL to BOs for all debits and for all credits]*

### Definitions

In these Terms and Conditions, the terms shall have the following meaning unless indicated otherwise:

1. "Depository" means Central Depository Services (India) Limited a company incorporated in India under the Companies Act 1956 and having its registered office at 17th Floor, P.J. Towers, Dalal Street, Fort, Mumbai 400001 and all its branch offices and includes its successors and assigns
2. "DP" means Depository Participant of CDSL. The term covers all types of DPs who are allowed to open DEMAT accounts for investors
3. 'BO' means an entity that has opened a DEMAT account with the depository. The term covers all types of DEMAT accounts, which can be opened with a depository as specified by the depository from time to time
4. SMS means "Short Messaging Service"
5. "Alerts" means a customized SMS sent to the BO over the said mobile phone number.
6. "Service Provider" means a cellular service provider(s) with whom the depository has entered/will be entering into an arrangement for providing the SMS alerts to the BO
7. "Service" means the service of providing SMS alerts to the BO on best effort basis as per these terms and conditions

### Availability

1. The service will be provided to the BO at his/her request and at the discretion of the depository. The service will be available to those accountholders who have provided their mobile numbers to the depository through their DP. The services may be discontinued for a specific period/indefinite period, with or without issuing any prior notice for the purpose of security reasons or system maintenance or for such other reasons as may be warranted. The depository may also discontinue the service at any time without giving prior notice for any reason whatsoever.
2. The service is currently available to the BOs who are residing in India.
3. The alerts will be provided to the BOs only if they remain within the range of the service provider's service area or within the range forming part of the roaming network of the service provider.
4. In case of joint accounts and non-individual accounts the service will be available, only to one mobile number i.e., to the mobile number as submitted at the time of registration modification.
5. The BO is responsible for promptly intimating to the depository in the prescribed manner any change in mobile number, or loss of handset, on which the BO wants to receive the alerts from the depository. In case of change in mobile number not intimated to the depository, the SMS alerts will continue to be sent to the last registered mobile phone number. The BO agrees to indemnify the depository for any loss or damage suffered by it on account of SMS alerts sent on such mobile number.

### Receiving alerts

1. The depository shall send the alerts to the mobile phone number provided by the BO while registering for the service or to any such number replaced and informed by the BO from time to time. Upon such registration/change, the depository shall make every effort to update the change in mobile number within a reasonable period. The depository shall not be responsible for any event of delay or loss of message in this regard.
2. The BO acknowledges that the alerts will be received only if the mobile phone is in 'ON' and in a mode to receive the SMS. If the mobile phone is in 'Off' mode i.e., unable to receive the alerts then the BO may not get/get after delay any alerts sent during such period.
3. The BO also acknowledges that the readability, accuracy and timeliness of providing the service depend on many factors including the infrastructure, connectivity of the service provider. The depository shall not be responsible for any non-delivery, delayed delivery or distortion of the alert in any way whatsoever.
4. The BO further acknowledges that the service provided to him is an additional facility provided for his convenience and is susceptible to error, omission and/or inaccuracy. In case the BO observes any error in the information provided in the alert, the BO shall inform the depository and/or the DP immediately in writing and the depository will make best possible efforts to rectify the error as early as possible. The BO shall not hold the depository liable for any loss, damages, etc. that may be incurred/suffered by the BO on account of opting to avail SMS alerts facility.
5. The BO authorizes the depository to send any message such as promotional, greeting or any other message that the depository may consider appropriate, to the BO. The BO agrees to an ongoing confirmation for use of name, email address and mobile number for marketing offers between CDSL and any other entity.
6. The BO agrees to inform the depository and DP in writing of any unauthorized debit to his BO account/unauthorized transfer of securities from his BO account, immediately, which may come to his knowledge on receiving SMS alerts. The BO may send an email to CDSL at [complaints@cdslindia.com](mailto:complaints@cdslindia.com). The BO is advised not to inform the service provider about any such unauthorized debit to/transfer of securities from his BO account by sending a SMS back to the service provider as there is no reverse communication between the service provider and the depository.
7. The information sent as an alert on the mobile phone number shall be deemed to have been received by the BO and the depository shall not be under any obligation to confirm the authenticity of the person(s) receiving the alert.
8. The depository will make best efforts to provide the service. The BO cannot hold the depository liable for non-availability of the service in any manner whatsoever.
9. If the BO finds that the information such as mobile number etc., has been changed without proper authorization, the BO should immediately inform the DP in writing.

### Fees

Depository reserves the right to charge such fees from time to time as it deems fit for providing this service to the BO.



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## Disclaimer

The depository shall make reasonable efforts to ensure that the BO's personal information is kept confidential. The depository does not warranty the confidentiality or security of the SMS alerts transmitted through a service provider. Further, the depository makes no warranty or representation of any kind in relation to the system and the network or their function or their performance or for any loss or damage whenever and howsoever suffered or incurred by the BO or by any person resulting from or in connection with availing of SMS alerts facility. The Depository gives no warranty with respect to the quality of the service provided by the service provider. The Depository will not be liable for any unauthorized use or access to the information and/or SMS alert sent on the mobile phone number of the BO or for fraudulent, duplicate or erroneous use/misuse of such information by any third person.

## Liability and indemnity

The Depository shall not be liable for any breach of confidentiality by the service provider or by any third person due to unauthorized access to the information meant for the BO. In consideration of the depository providing the service, the BO agrees to indemnify and keep safe, harmless and indemnified the depository and its officials from any damages, claims, demands, proceedings, loss, cost, charges and expenses whatsoever which a depository may at any time incur, sustain, suffer or be put to as a consequence of or arising out of interference with or misuse, improper or fraudulent use of the service by the BO.

## Amendments

The depository may amend the terms and conditions at any time with or without giving any prior notice to the BOs. Any such amendments shall be binding on the BOs who are already registered as user of this service.

## Governing law and jurisdiction

Providing the Service as outlined above shall be governed by the laws of India and will be subject to the exclusive jurisdiction of the courts in Mumbai.

I/We wish to avail the SMS Alerts facility provided by the depository on my/our mobile number provided in the registration form subject to the terms and conditions mentioned below.

**I/We consent to CDSL providing to the service provider such information pertaining to account/transactions in my/our account as is necessary for the purposes of generating SMS Alerts by service provider, to be sent to the said mobile number.**

I/We have read and understood the terms and conditions mentioned above and agree to abide by them and any amendments thereto made by the depository from time to time. I/we further undertake to pay fee/charges as may be levied by the depository from time to time.

I/We further understand that the SMS alerts would be sent for a maximum four ISINs at a time. If more than four debits take place, the BOs would be required to take up the matter with their DP.

I/We am/are aware that mere acceptance of the registration form does not imply in any way that the request has been accepted by the depository for providing the service.



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I/We provide the following information for the purpose of **REGISTRATION/MODIFICATION**  
 (Please cancel out what is not applicable).

BO DP ID	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	
BO Client ID	<b>0</b>	<b>0</b>	<b>0</b>						
Sole/First holder name									
Second holder name									
Third holder name									
Mobile number	+	9	1						
<i>Mention the mobile number on which messages are to be sent</i>									
The mobile number is registered in the name of:									
Email ID									
Signatures	Sole/first holder		Second holder			Third holder			



# Aldan Investments Private Limited

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## FATCA and CRS: Self Certification Form for Individuals

Client code															
DEMAT No	1	2	0	4	0	6	0	0	0	0	0				
Particulars	<b>First holder</b>					<b>Second holder</b>					<b>Third holder</b>				
Name															
City of birth															
Country of birth															
Address for tax purposes	Same as mailing					Same as mailing					Same as mailing				
	Same as permanent					Same as permanent					Same as permanent				
Address type for the above	Residential					Residential					Residential				
	Business					Business					Business				
	Registered Office					Registered Office					Registered Office				
Nationality <i>(If national of more than one country, mention all the countries separated by a comma)</i>															
Father's name <i>(Mandatory if PAN copy not provided)</i>															
Spouse' name															
Identification documents submitted	Passport					Passport					Passport				
	Election/Voter ID					Election/Voter ID					Election/Voter ID				
	Aadhar card					Aadhar card					Aadhar card				
	PAN Card					PAN Card					PAN Card				
	Driving License					Driving License					Driving License				
	Others <i>(Please specify)</i>					Others <i>(Please specify)</i>					Others <i>(Please specify)</i>				

### Are you a tax resident of any country other than India?

First account holder	YES	NO	Second account holder	YES	NO	Third account holder	YES	NO

If **YES**, please indicate the countries in which you are a resident for tax purposes, and the associated Tax reference numbers below:

Account holder details	Name of Customer	Country of tax residency *	Tax Identification number (TIN) **	Identification type
First				
Second				
Third				

*\*To also include USA, where the individual is a citizen/green card holder \*\*In case TIN is not available, customer to provide functional equivalent(s)*

Certification: I/We have understood the information requirements of this Form as per the CBDT notified Rules 114F to 114H and hereby confirm that the information provided by me/us on this Form is true, correct, and complete. I/We also confirm that I/We have read and understood the Terms and Conditions below and hereby accept the same. I/We understand that my personal details as provided/available in the bank records will be used for CBDT reporting.

Signature of first holder					Signature of second holder					Signature of third holder				
Date	D	D	M	M	Y	Y	Y	Y	Place					



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## FATCA and CRS: Self Certification Form for Individuals

### CBDT Terms and conditions

The Central Board of Direct Taxes (CBDT) has notified Rules 114F to 114H, as part of the Income-tax Rules, 1962, which Rules require Indian financial institutions such as the Custodian/Depository to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities/appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple DEMAT account with Aldan Investments Pvt Ltd. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

If you have any questions about your tax residency, please contact your tax advisor. If you are a US citizen or resident or green card holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form. In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant *Curing Documents* as mentioned below:

FATCA/CRS Indicia observed (ticked)		Documentation required for Cure of FATCA/CRS indicia
		If customer does not agree to be Specified U.S. person/ reportable person status
1	U.S. place of birth	<ol style="list-style-type: none"> <li>Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes</li> <li>Non-US passport or any non-US government issued document evidencing nationality or citizenship (refer list below); <b>AND</b></li> <li>Any one of the following documents:                             <ol style="list-style-type: none"> <li>Certified Copy of "Certificate of Loss of Nationality or</li> <li>Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; or Reason the customer did not obtain U.S. citizenship at birth</li> </ol> </li> </ol>
2	Residence/ mailing address in a country other than India	<ol style="list-style-type: none"> <li>Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>AND</b></li> <li>Documentary evidence (refer list below)</li> </ol>
3	Telephone number in a country other than India (if no telephone number in India provided)	<ol style="list-style-type: none"> <li>Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>AND</b></li> <li>Documentary evidence (refer list below)</li> </ol>
4	Standing instructions to transfer funds to an account maintained in a country other than India	<ol style="list-style-type: none"> <li>Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>AND</b></li> <li>Documentary evidence (refer list below)</li> </ol>

#### List of acceptable documentary evidence needed to establish the residence(s) for tax purposes:

- Certificate of residence issued by an authorized/recognized government body (Government/agency thereof/municipality)
- Valid identification issued by an authorized government body (e.g., Passport, National identity card, etc.)

## **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 Byelaws/Operating Instructions/Business Rules of the Depositories.



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### 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.
13. The stock-broker/stock-broker and depository participant shall not directly/indirectly compel the clients to execute Power of Attorney (POA) or DEMAT Debit and Pledge Instruction (DDPI) deny services to the client if the client refuses to Execute POA or DDPI.

### Statement of account

14. 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.
15. 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.
16. 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.
17. 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

18. 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.
19. 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

20. 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.
21. 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



## Aldan Investments Private Limited

DP ID 40600

701 Heritage Plaza, Opp. Indian Oil Nagar

JP Road, Andheri (W), Mumbai 400053



22. As per Section 16 of Depositories Act, 1996,
  - a. 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.
  - b. 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/De-freezing of accounts

23. The Beneficial Owner may exercise the right to freeze/de-freeze 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.
24. The DP or the Depository shall have the right to freeze/de-freeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

### Redressal of Investor grievance

25. 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

26. 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

27. 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.
28. 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 Byelaws of the relevant Depository, where the Beneficial Owner maintains his/her account, that may be in force from time to time.
29. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Byelaws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
30. 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, Byelaws and Regulations and circulars/notices issued there under by the depository and/or SEBI
31. 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.
32. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Byelaws, 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.



## Aldan Investments Private Limited

DP ID 40600

701 Heritage Plaza, Opp. Indian Oil Nagar

JP Road, Andheri (W), Mumbai 400053



### List of documents required

Individual	NRI	Foreign national
<i>All documents must be self-attested by the client</i>	<i>All documents must be certified by client. In case client not in India, then all documents must be certified by Indian embassy or local bank</i>	<i>All documents must be certified by client. In case client not in India, then all documents must be certified by Indian embassy or local bank</i>
Copy of PAN Card	Copy of PAN Card	Copy of PAN Card
Aadhar card	Copy of Foreign address proof	Copy of Foreign address proof
Nominee PAN Card	Copy of Indian address proof	Copy of Indian address proof
Mobile Number	Cancelled cheque (NRE/NRO)	Cancelled cheque (NRE/NRO)
Email Address	NRI bank statement	NRI bank statement
Cancelled cheque	PIS letter from bank (RBI permit letter)	PIS letter from bank (RBI permit letter)
	Passport copy	Passport copy
	VISA copy	VISA copy
	FEMA declaration ( <i>contact for more details</i> )	FEMA declaration ( <i>contact for more details</i> )
	FATCA declaration	FATCA declaration
		If a foreign address with PO Box number is given as permanent and/or correspondence address, additionally, the DPs should obtain the complete residential address of the foreign national BO, under declaration at the time of opening account. The BO must provide an updated undertaking whenever there is change in the residential address

## Letter of Consent

To  
 Aldan Investments Private Limited  
 701 Heritage Plaza  
 Opp. Indian Oil Nagar  
 JP Road  
 Andheri West  
 Mumbai 400053

BO ID	1	2	0	4	0	6	0	0	0	0	0						
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Sole/First holder name	
Second holder name	
Third holder name	

Email ID: \_\_\_\_\_

Mention single valid email ID **only** on which communication has to be sent, if any

Email ID mentioned above belongs to:		Self
		Spouse
		Dependent children
		Dependent parents

Mobile Number	+	9	1														
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The mobile number is registered in the name of: \_\_\_\_\_

Mobile number mentioned above belongs to:		Self
		Spouse
		Dependent children
		Dependent parents

Name of sole/first holder	Name of second holder	Name of third holder
Signature of sole/first holder	Signature of second holder	Signature of third holder

Date		Place	
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## Option Form for Issue of DIS Booklet

Date	D	D	M	M	Y	Y	Y	Y
DP ID								
Client ID								
First holder name								
Second holder name								
Third holder name								

To  
 Aldan Investments Private Limited  
 701 Heritage Plaza  
 Opp. Indian Oil Nagar  
 JP Road  
 Andheri West  
 Mumbai 400053

I/We hereby state that:

**OPTION 1**

I/We require you to issue Delivery Instruction Slip (DIS) booklet to me/us immediately on opening of my/our CDSL account though I/we have issued a Power of Attorney (POA)/**registered for eDIS**/executed PMS agreement in favor of/with \_\_\_\_\_ (name of the attorney/Clearing Member/PMS manager) for executing delivery instructions for settling stock exchange trades [settlement related transactions] effected through such **Power of Attorney holder** Clearing Member/by PMS manager **for executing delivery instructions through eDIS**.

	First holder	Second holder	Third holder
Name			
Signature			

**OR**

**OPTION 2**

I/We do not require the Delivery Instruction Slip (DIS) **booklet** for the time being, since I/We have issued a POA/**registered for eDIS**/executed PMS agreement in favor of/with \_\_\_\_\_ (name of the attorney/Clearing Member/PMS manager) for executing delivery instructions for settling stock exchange trades [settlement related transactions] effected through such **Power of Attorney Holder** - Clearing Member/by PMS manager **or for executing delivery instructions through eDIS**. However, the Delivery Instruction Slip (DIS) booklet should be issued to me/us immediately on my/our request at any later date.

	First holder	Second holder	Third holder
Name			
Signature			

### Acknowledgement Receipt

Received Option Form for Issue/Non-Issue of DIS booklet from:

DP ID									Client ID								
First holder name																	
Second holder name																	
Third holder name																	

Depository Participant Seal and Signature

**Aldan Investments Private Limited**

DP ID 40600  
 701 Heritage Plaza, Opp. Indian Oil Nagar  
 JP Road, Andheri (W), Mumbai 400053

**Declaration for Basic Service DEMAT account (BSDA)****DP ID: 12040600**

<b>Client ID</b>	0	0	0					
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Please select one of the options below:

I/We wish to open Regular DEMAT Account	
I/We wish to open BSDA Account	
I/We wish to opt out of BSDA Account	

Signature of first/sole holder	
Signature of second holder	
Signature of third holder	

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

Consent Form to download records from Central KYC Registry

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

To  
Aldan Investments Private Limited  
701 Heritage Plaza  
JP Road, Andheri West  
Mumbai 400053

Dear Sir/Ma'am

I, \_\_\_\_\_,

son of/daughter of/wife of \_\_\_\_\_

give my consent to download my KYC records from the Central KYC Registry (CKYCR) only for the purpose of verification of my identity and address from the database of CKYCR.

I understand that my KYC records include my personal information such as my name, address, date of birth, PAN, etc.

<b>Signature</b>	
<b>UCC</b>	
<b>DP ID</b>	



## **Most Important terms & Conditions (MITC)**

1. Your trading account has a "Unique Client Code" (UCC), different from your demat account number. Do not allow anyone (including your own stock broker, their representatives and dealers) to trade in your trading account on their own without taking specific instruction from you for your trades. Do not share your internet/ mobile trading login credentials with anyone else.
2. You are required to place collaterals as margins with the stock broker before you trade. The collateral can either be in the form of funds transfer into specified stock broker bank accounts or margin pledge of securities from your demat account. The bank accounts are listed on the stock broker website. Please do not transfer funds into any other account. The stock broker is not permitted to accept any cash from you.
3. The stock broker's Risk Management Policy provides details about how the trading limits will be given to you, and the tariff sheet provides the charges that the stock broker will levy on you.
4. All securities purchased by you will be transferred to your demat account within one working day of the payout. In case of securities purchased but not fully paid by you, the transfer of the same may be subject to limited period pledge i.e. seven trading days after the pay-out (CUSPA pledge) created in favour of the stock broker. You can view your demat account balances directly at the website of the Depositories after creating a login.
5. The stock broker is obligated to deposit all funds received from you with any of the Clearing Corporations duly allocated in your name. The stock broker is further mandated to return excess funds as per applicable norms to you at the time of quarterly/ monthly settlement. You can view the amounts allocated to you directly at the website of the Clearing Corporation(s).
6. You will get a contract note from the stock broker within 24 hours of the trade.
7. You may give a one-time Demat Debit and Pledge Instruction (DDPI) authority to your stock broker for limited access to your demat account, including transferring securities, which are sold in your account for pay-in.
8. The stock broker is expected to know your financial status and monitor your accounts accordingly. Do share all financial information (e.g. income, net worth, etc.) with the stock broker as and when requested for. Kindly also keep your email Id and mobile phone details with the stock broker always updated.
9. In case of disputes with the stock broker, you can raise a grievance on the dedicated investor grievance ID of the stock broker. You can also approach the stock exchanges and/or SEBI directly.
10. Any assured/guaranteed/fixed returns schemes or any other schemes of similar nature are prohibited by law. You will not have any protection/recourse from SEBI/stock exchanges for participation in such schemes.

# Aldan Investments Private Limited

DP ID 40600  
701 Heritage Plaza, JP Road  
Andheri West, Mumbai 400053



## Schedule of Charges

Dear Customer

With effect from 01 January 2006, the schedule of charges for respective services are as follows:

Sr No	Account head	Rate	Minimum charges
1	Account opening charges	NIL	
2	AMC Charge (individual)	INR 200/-	
	AMC Charge (Non-individual)	INR 700/-	
	BSDA – Value up to INR 4,00,000	NIL	
	BSDA – Value INR 4,00,001 to INR 10,00,000/-	INR 100/-	
	BSDA – Greater than INR 10,00,001/-	Regular AMC charges	
3	POA Franking charge	INR 510/-	
4	Dematerialization charge	INR 3/- per certificate + INR 200 per request	
5	Rematerialization charge	0.4% of the value of security + INR 200 per request	INR 1000/-
6	Market transaction (sell)	INR 20/- per transaction	INR 20/-
7	Off-market transaction (sell)	INR 100/- per transaction	INR 100/-
8	Pledge charge	0.02% of the value of securities + applicable CDSL charges	INR 100/-
9	Invocation of pledge	0.02% of the value of securities + applicable CDSL charges	INR 100/-
10	Borrowing of securities	0.4% of the value of security	INR 100/-

### Notes:

1. In case of delays in the payment of charges, the DEMAT account can be frozen for all operation till such time all dues are declared
2. All the pay-in instruction should be received before 24 hours of the pay-in day, else a late fee of INR 100/- per transaction will be charged
3. Any service not quoted above will be charged separately
4. Value of transaction will be in accordance with rates provided by the depository
5. Service tax and other statutory charges if applicable will also be levied
6. In case of corporate A/c opened an additional AMC of INR 500/- payable to CDSL would be charged
7. Charges are subject to revision at the company's sole discretion and as per revision in CDSL charges
8. For accounts under investor scheme, transaction cum billing will be sent monthly
9. Penalty & interest Charges: A Penalty of 1% per month on the outstanding value for bill after one month from the due date dates

I/We have read and understood the "Schedule of charges" prescribed above and agree to abide by the same

First Signatory	Second Signatory	Third Signatory

