



# Trading Account Opening Form

## Aldan Investments Private Limited

**SEBI Registration Number:** INZ000279438

**CIN Number:** U67120MH1995PTC084811

**GST Number:** 27AAACA8911D1Z0

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

<b>Client Name</b>						
<b>Trading/UCC Code</b>						

## Grievance/Dispute Redressal

For grievance or dispute pertaining to your commercial transactions with Aldan Investments Pvt Ltd, please contact them at the emails/phone/physical office address mentioned above.

If you do not receive a response within 30 calendar days, you may contact:

**Bombay Stock Exchange Ltd** at [is@bseindia.com](mailto:is@bseindia.com) and +912222728097

**National Stock Exchange of India Ltd** at [ignse@nse.co.in](mailto:ignse@nse.co.in) and +912226598190

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## In-person verification

	Documents verified with originals	Client interviewed by	In-person verification done by
Name			
Designation	Employee	Authorized person	
Date		Signature	

I/We undertake that I/we have made the client aware of 'Policy and Procedures', Tariff sheet and all the non-mandatory documents. I/We have also made the client aware of 'Rights and Obligations' document (s), RDD and Guidance Note.

Date		Signature	
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## For Office use only

UCC Code									
Back-office code									

## DECLARATION

We have given/sent him copies of all the KYC documents. We undertake that any change in the 'Policy and Procedures', tariff sheet and all the non-mandatory documents would be duly intimated to the clients. We also undertake that any change in the 'Rights and Obligations' and RDD would be made available on our website, if any, for the information of the clients.

For **Aldan Investments Pvt Ltd**

Authorized signatory

Date									
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## RISK ASSESSMENT OF CLIENT in terms of Prevention of Money Laundering Act 2002

Type of client	Low risk	Medium risk	High risk	CSC (client of special category)
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At the time of opening the account on \_\_\_\_\_

Categorization of the client would be changed only if there is change based on risk assessment of the client during his/her dealings with Aldan Investments Pvt Ltd.

## Instructions/check list for filling KYC form

### 1. Important points

- a. Self-attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/ Trustees and whole-time directors and persons authorized to deal in securities on behalf of company/firm/others.
- b. 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.
- c. If any proof of identity or address is in a foreign language, then translation into English is required.
- d. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- e. If correspondence & permanent address are different, then proofs for both have to be submitted.
- f. Sole proprietor must make the application in his individual name & capacity.
- g. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
- h. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- i. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- j. 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.
- k. 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.

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

- a. Unique Identification Number (UID)/Aadhaar/ Passport/ Voter ID card/ Driving license.
- b. PAN card with photograph.
- c. 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.

### 3. Proof of Address (POA): *List of documents admissibly as Proof of Address*

*Documents having an expiry date must be valid at the time of submission*

- a. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
- b. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- c. Bank Account Statement/Passbook — Not more than 3 months old.
- d. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- e. 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.
- f. 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.
- g. 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.
- h. The proof of address in the name of the spouse may be accepted.

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#### 4. Exemptions/clarifications to PAN *Sufficient documentary evidence in support of such claims to be collected*

- a. 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.
- b. Investors residing in the state of Sikkim.
- c. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- d. SIP of Mutual Funds up to Rs 50,000/- p.a.
- e. 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.

#### 5. List of people authorized to attest the documents

- a. 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).
- b. 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.

## Instructions/check list for additional documents for trading in Derivatives segment

#### 1. Any one of the following documents

Copy of ITR acknowledgement	Copy of Annual accounts for last 3 years
For salaried income – Salary slip, copy of Form 16	Net worth certificate
Copy of DEMAT account holding statement	Bank account statement for last 6 months
Other relevant documents substantiating ownership of assets	Self-declaration with relevant supporting documents

*\*Documents as per risk management requirements of the broker must be provided by the client from time-to-time*

2. Copy of cancelled cheque leaf/passbook/bank statement specifying name of the constituent, MICR code or/and IFSC code of the bank
3. DEMAT master or recent holding statement issued by the DP bearing name of the client

#### 4. For individuals

- a. Stockbroker has an option of doing 'in-person' verification through web camera at the branch office of the stockbroker/authorized person's office.
- b. In case of non-resident clients, employees at the stockbroker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stockbroker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides may be permitted.

**Aldan Investments Private Limited**701 Heritage Plaza, Opp. Indian Oil Nagar  
JP Road, Andheri (W), Mumbai 400053**Trading account related details**

<b>Bank account(s) details</b>			
Particulars	Bank 1	Bank 2	Bank 3
Bank name			
Bank address			
Telephone number			
Account type <i>savings/current/NRE/NRO</i>			
Account number			
MICR Number			
IFSC Number			
<b>Depository account(s) details</b>			
Particulars	DP 1	DP 2	DP 3
Depository name	<b>CDSL</b>		
DP Name	<b>Aldan investments Private Limited</b>		
DP Address	<b>701 Heritage Plaza Opp. Indian Oil Nagar JP Road Andheri (W) Mumbai 400053</b>		
DP ID	<b>12040600</b>		
Client ID			
Jt. Holder's Name			
<b>Trading preferences*</b>			
Segment	BSE		NSE
Equity			
Derivatives			

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

*If in the future, the client wants to trade on any new segment/exchange, separate authorization letter should be provided to Aldan Investments Private Limited*

<b>Other details</b>			
Educational qualification		Graduate	Post-graduate
		Professional	Others ( <i>specify below</i> )
Gross Annual Income		Up to INR 1,00,000	INR 1,00,000 to 5,00,000
		INR 5,00,000 to 10,00,000	A INR 10,00,000 to 25,00,000
		More than INR 25,00,000	
Net worth	INR		Dt

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Occupation	Private sector	Public sector	Government service	Business
	Student	Professional	Agriculturist	Retired
	Housewife	Others		
Please tick, if applicable	Politically exposed person (PEP)		Related to politically exposed person	

## Past actions

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

## Dealings through Authorized persons and other stockbrokers

*If client is dealing through the authorized person(s), provide the following details*

Authorized person's name				
SEBI registration number				
Registered office address				
Phone		Fax		Website
Whether dealing with any other stockbroker/associated person (if case dealing with multiple stockbrokers/associated person(s), provide details of all)				
Name of the stockbroker				
Name of associated person if any				
Client code		Exchange		
Details of disputes/dues pending from/to such stockbrokers/associations				

## Additional details

Whether you wish to receive physical contract note or Electronic Contract Note (ECN) (specify)	
Email address (in block letters)	
Whether you wish to avail of the facility of internet trading/wireless technology (specify)	
Name of years of investing/trading experience	
Any other information	

## Introducer details

Name			
Status	Authorized person		Existing client
	Others (specify)		
Address			
Phone		PAN	
Email address		Signature of introducer	

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## DECLARATION

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

Place

Date



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## 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									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							
1	Name																
2	Share of each nominee (mention % of share)																
Any odd lot after division shall be transferred to the first nominee mentioned in the form.																	
3	Relationship w/ account holder (if any)																
4	Registered address of nominee (as per address proof)																
	PIN Code																
5	Mobile number																
6	Email address																
7	Nominee ID Proof																
	Tick the list of nominee documents submitted																
		Photograph and signature			PAN				Aadhar card								
		Bank account details			DEMAT account ID				Others (specify)								
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)																

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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>			
	Photograph and signature		PAN	Aadhar card
	Bank account details		DEMAT account ID	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)

## **RIGHTS & OBLIGATIONS of stockbrokers, authorized persons and clients as prescribed by SEBI and the stock exchanges**

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

### **CLIENT INFORMATION**

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

### **MARGINS**

11. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stockbroker or the Exchange or as may be directed by SEBI from time to time as applicable to the segment(s) in which the client trades. The stockbroker is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange, Clearing House/Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
12. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

### **TRANSACTIONS AND SETTLEMENTS**

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

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### **BROKERAGE**

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

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

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

### **DISPUTE RESOLUTION**

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

### **TERMINATION OF RELATIONSHIP**

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

### **ADDITIONAL RIGHTS AND OBLIGATIONS**

30. The stockbroker shall ensure due protection to the client regarding client's rights to dividends, rights or bonus shares, etc. in respect of transactions routed through it and it shall not do anything which is likely to harm the interest of the client with whom and for whom they may have had transactions in securities.
31. The stockbroker and client shall reconcile and settle their accounts from time to time as per the Rules, Regulations, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.

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32. The stockbroker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stockbroker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/ or in electronic form using digital signature.
33. The stockbroker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stockbroker shall send a complete 'Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stockbroker.
35. The stockbroker shall send daily margin statements to the clients. Daily Margin statement should include, inter-alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with stockbroker and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.

### **ELECTRONIC CONTRACT NOTES (ECN)**

37. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stockbroker. The client shall communicate to the stockbroker any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way of client specific user id and password.
38. The stockbroker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamper able.
39. The client shall note that non-receipt of bounced mail notification by the stockbroker shall amount to delivery of the contract note at the e-mail ID of the client.
40. The stockbroker shall retain ECN and acknowledgement of the e-mail in a soft and non-tamper able form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/regulations/circulars/guidelines issued by SEBI/ Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stockbroker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stockbroker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/ stock exchanges.
41. The stockbroker shall continue to send contract notes in physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the stockbroker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
42. In addition to the e-mail communication of the ECNs to the client, the stockbroker shall simultaneously publish the ECN on his designated website, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique username and password to the client, with an option to the client to save the contract note electronically and/or take a printout of the same.

### **LAW AND JURISDICTION**

43. In addition to the specific rights set out in this document, the stockbroker, authorized person and the client shall be entitled to exercise any other rights which the stockbroker or the client may have under the Rules, Byelaws and Regulations of the Exchanges in which the client chooses to trade, and circulars/notices issued thereunder or Rules and Regulations of SEBI.
44. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines, and circulars/notices issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.
45. The stockbroker and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal within the stock exchanges if either party is not satisfied with the arbitration award.



46. Words and expressions which are used in this document, but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.
47. All additional voluntary clauses/document added by the stockbroker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
48. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Byelaws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document

## **Internet & wireless technology-based trading facility provided by stockbrokers to client**

*(All the clauses mentioned in the 'Rights and Obligations' document(s) shall be applicable. Additionally, the clauses mentioned herein shall also be applicable.)*

1. Stockbroker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stockbroker shall comply with all requirements applicable to internet-based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet-based trading facility or the facility for securities trading through use of wireless technology. The Stockbroker shall provide the Stockbroker's IBT Service to the Client, and the Client shall avail of the Stockbroker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stockbroker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stockbroker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stockbroker.
4. The stockbroker shall make the client aware that the Stockbroker's IBT system itself generates the initial password and its password policy as stipulated in line with norms prescribed by Exchanges/ SEBI.
5. The Client shall be responsible for keeping the Username and Password confidential and secure and shall be solely responsible for all orders entered and transactions done by any person whosoever through the Stockbroker's IBT System using the Client's Username and/or Password whether or not such person was authorized to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorized representative are not revealed to any third party including employees and dealers of the stockbroker
6. The Client shall immediately notify the Stockbroker in writing if he forgets his password, discovers security flaw in Stockbroker's IBT System, discovers/suspects discrepancies/ unauthorized access through his username/password/account with full details of such unauthorized use, the date, the manner and the transactions effected pursuant to such unauthorized use, etc.
7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/securities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.
8. The stockbroker shall send the order/trade confirmation through email to the client at his request. The client is aware that the order/ trade confirmation is also provided on the web portal. In case client is trading using wireless technology, the stockbroker shall send the order/trade confirmation on the device of the client.
9. The client is aware that trading over the internet involves many uncertain factors and complex hardware, software, systems, communication lines, peripherals, etc. are susceptible to interruptions and dislocations. The Stockbroker and the Exchange do not make any representation or warranty that the Stockbroker's IBT Service will be available to the Client at all times without any interruption.
10. The Client shall not have any claim against the Exchange or the Stockbroker on account of any suspension, interruption, non-availability or malfunctioning of the Stockbroker's IBT System or Service or the Exchange's service or systems or non-execution of his orders due to any link/system failure at the Client/Stockbrokers/Exchange end for any reason beyond the control of the stockbroker/ Exchanges.



## **Risk disclosure document for capital market and derivatives segments**

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

At the onset, we would like to notify the client that Aldan Investments is involved in proprietary trading, which is currently being conducted at its registered office.

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

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

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

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

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

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

### **1. BASIC RISKS**

#### Risk of Higher Volatility

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

#### Risk of Lower Liquidity

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

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

### Risk of Wider Spreads

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

### Risk-reducing orders

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

- A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that, while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that security/derivatives contract.
- A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the customer receives price protection, there is a possibility that the order may not be executed at all.
- A stop loss order is generally placed "away" from the current price of a stock/derivatives contract, and such order gets activated if and when the security/derivatives contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price and buy stop orders are entered ordinarily above the current price. When the security/derivatives contract reaches the pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a security/derivatives contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

### Risk of News Announcements

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

### Risk of Rumors

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

### System Risk

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

- During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in order execution and its confirmations.
- Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a security/derivatives contract due to any action on account of unusual trading activity or security/derivatives contract hitting circuit filters or for any other reason.

### System/Network Congestion

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



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

#### Effect of "Leverage" or "Gearing"

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

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

- Futures trading involve daily settlement of all positions. Every day the open positions are marked to market based on the closing level of the index/derivatives contract. If the contract has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This amount will have to be paid within a stipulated time frame, generally before commencement of trading on next day.
- If you fail to deposit the additional amount by the deadline or if an outstanding debt occurs in your account, the stockbroker may liquidate a part of or the whole position or substitute securities. In this case, you will be liable for any losses incurred due to such close-outs.
- Under certain market conditions, an investor may find it difficult or impossible to execute transactions. For example, this situation can occur due to factors such as illiquidity i.e., when there are insufficient bids or offers or suspension of trading due to price limit or circuit breakers etc.
- In order to maintain market stability, the following steps may be adopted: changes in the margin rate, increases in the cash margin rate or others. These new measures may also be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- You must ask your broker to provide the full details of derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

#### Currency specific risks

- The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.
- Under certain market conditions, you may find it difficult or impossible to liquidate a position. This can occur, for example when a currency is deregulated, or fixed trading bands are widened.
- Currency prices are highly volatile. Price movements for currencies are influenced by, among other things: changing supply-demand relationships; trade, fiscal, monetary, exchange control programs and policies of governments; foreign political and economic events and policies; changes in national and international interest rates and inflation; currency devaluation; and sentiment of the marketplace. None of these factors can be controlled by any individual advisor and no assurance can be given that an advisor's advice will result in profitable trades for a participating customer or that a customer will not incur losses from such events.

#### Risk of Option holders

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

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

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### Risks of Option Writers

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

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

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

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

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

## **3. GENERAL**

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

The term 'stockbroker' shall mean and include a stockbroker, a broker, or an authorized person, who has been admitted as such by the Exchanges and who holds a registration certificate from SEBI.

## **GUIDANCE NOTE – DOs and DON'Ts for trading on the exchanges for investors**

### **BEFORE YOU BEGIN TO TRADE**

- 1 Ensure that you deal with and through only SEBI registered intermediaries. You may check their SEBI registration certificate number from the list available on the Stock exchanges [www.bseindia.com](http://www.bseindia.com), [www.nseindia.com](http://www.nseindia.com), [www.mcx-sx.com](http://www.mcx-sx.com), [www.useindia.com](http://www.useindia.com) and SEBI website [www.sebi.gov.in](http://www.sebi.gov.in).
- 2 Ensure that you fill the KYC form completely and strike off the blank fields in the KYC form.
- 3 Ensure that you have read all the mandatory documents viz. Rights and Obligations, Risk Disclosure Document, Policy and Procedure document of the stockbroker.
- 4 Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the stockbroker. Note that the clauses as agreed between you and the stockbroker cannot be changed without your consent.
- 5 Get a clear idea about all brokerage, commissions, fees and other charges levied by the broker on you for trading and the relevant provisions/guidelines specified by SEBI/Stock exchanges.
- 6 Obtain a copy of all the documents executed by you from the stockbroker free of charge.
- 7 In case you wish to execute Power of Attorney (POA) in favor of the Stockbroker, authorizing it to operate your bank and DEMAT account, please refer to the guidelines issued by SEBI/Exchanges in this regard.

### **TRANSACTIONS AND SETTLEMENTS**

- 8 The stockbroker may issue electronic contract notes (ECN) if specifically authorized by you in writing. You should provide your email ID to the stockbroker for the same. Don't opt for ECN if you are not familiar with computers.
- 9 Don't share your internet trading account's password with anyone.
- 10 Don't make any payment in cash to the stockbroker.
- 11 Make the payments by account payee cheque in favor of the stockbroker. Don't issue cheques in the name of authorized person. Ensure that you have documentary proof of your payment/deposit of securities with the stockbroker, stating date, scrip, quantity, towards which bank/DEMAT account such money or securities deposited and from which bank/DEMAT account.
- 12 Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.
- 13 In case you have given specific authorization, payout of funds or delivery of securities as the case may be, may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stockbroker may maintain a running account for you subject to the following conditions:
  - a. Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - b. The actual settlement of funds and securities shall be done by the stockbroker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stockbroker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all the receipts/deliveries of funds and securities. The statement shall also explain the retention of funds and securities and the details of the pledged shares, if any.
  - c. On the date of settlement, the stockbroker may retain the requisite securities/funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stockbroker may retain entire pay-in obligation of funds and securities due from clients as on date of settlement and for next day's business, he may retain funds/securities/margin to the extent of value of transactions executed on the day of such settlement in the cash market.
  - d. You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stockbroker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock exchanges without delay.
- 14 In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stockbroker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock exchange.
- 15 Please register your mobile number and email id with the stockbroker, to receive trade confirmation alerts/details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

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### **IN CASE OF TERMINATION OF TRADING MEMBERSHIP**

- 16 In case, a stockbroker surrenders his membership, is expelled from membership or declared a defaulter; Stock exchanges gives a public notice inviting claims relating to only the "transactions executed on the trading system" of Stock exchange, from the investors. Ensure that you lodge a claim with the relevant Stock exchanges within the stipulated period and with the supporting documents.
- 17 Familiarize yourself with the protection accorded to the money and/or securities you may deposit with your stockbroker, particularly in the event of a default or the stockbroker's insolvency or bankruptcy and the extent to which you may recover such money and/or securities may be governed by the Bye-laws and Regulations of the relevant Stock exchange where the trade was executed and the scheme of the Investors' Protection Fund in force from time to time.

### **DISPUTES/COMPLAINTS**

- 18 Please note that the details of the arbitration proceedings, penal action against the brokers and investor complaints against the stockbrokers are displayed on the website of the relevant Stock exchange.
- 19 In case your issue/problem/grievance is not being sorted out by concerned stockbroker/authorized person then you may take up the matter with the concerned Stock exchange. If you are not satisfied with the resolution of your complaint, then you can escalate the matter to SEBI.
- 20 Note that all the stockbroker/authorized persons have been mandated by SEBI to designate an e-mail ID of the grievance redressal division/compliance officer exclusively for the purpose of registering complaints.

## **Document on Policies and Procedures**

### **1. Trading in penny stocks**

Aldan Investments Pvt. Ltd, discourages/restricts trading in penny stocks by the clients, as they are susceptible to manipulation and also risky for the clients as well as Aldan Investments Pvt. Ltd. The client is, therefore, required to exercise due diligence while dealing with penny stocks. Aldan Investments Pvt. Ltd, shall be at liberty to refuse the orders placed by the clients for purchase/sale of penny stocks. It is to be noted that trading in such penny stocks is being continuously monitored. Aldan Investments Pvt. Ltd, reserves the right to suspend the client account, without giving any notice therefor, if it is found that the client is indulging in trading activities only in penny stocks.

"Penny Stocks" for this purpose shall include the following:

- i. All illiquid securities as notified every month by BSE/NSE;
- ii. All stocks which are highly illiquid and have a low market capitalization;
- iii. All stocks which are restricted for trading by SEBI and/or the Exchanges; and
- iv. Any other securities, which may be restricted for trading by Aldan Investments Pvt. Ltd, based on its internal valuation.

### **2. Client's exposure limits**

The client wise exposure limit will be set by Aldan Investments Pvt. Ltd, after taking into consideration the credit balance in the ledger, margin money (in excess of the Var Margin and M2M payable by the client), deposits, the value of shares of the client which are lying with Aldan Investments Pvt. Ltd, and client profile/financial status. Aldan Investments Pvt. Ltd, shall have the right to fix/change the rates of the applicable haircut while determining the value of the shares of the client, against which the exposure limits are given to the clients.

### **3. Brokerage rates applicable**

The client is required to pay brokerage as per the rate mutually agreed between the Client and Aldan Investments Pvt. Ltd, at the time of opening the trading account. However, any subsequent change in the brokerage rate will be effected only with the mutual consent of the client and Aldan Investments Pvt. Ltd. It is to be noted that all other statutory levies and transaction & clearing charges and other charges levied by the Exchanges/Depositories/Regulatory Bodies would be recovered separately from the client.

### **4. Penalty/Delayed Payment Charges**

The clients are required to settle the pay-in/provide margin within the time limits prescribed by the Exchanges/SEBI/ Aldan Investments Pvt. Ltd. In case the client fails to provide the same within the prescribed time limits, Aldan Investments Pvt. Ltd, reserves the right to levy Delayed Payment Charges (DPC) on a daily basis from the settlement date on all outstanding obligations. Such DPC shall be debited directly to the client's account at the end of every month. It is to be noted that such DPC will be deterrent in nature & as such cannot be assumed to be financing/funding the client's settlement obligations. Aldan Investments Pvt. Ltd, reserves its right to charge the Penalty/DPC @ 18% p.a. from the defaulting clients.

Aldan Investments Pvt. Ltd, reserves its right to pass on any penalty charged by SEBI/Exchanges as a result of any violation or non-compliance committed by the client with respect to submitting wrong KYC information, indulging in price rigging & abnormal & circular trades, creating artificial market, doing financial transactions using trading systems of Exchanges etc. Aldan Investments Pvt. Ltd, reserves its right to levy penalty/charges on the clients for instances such as bouncing of cheques, wrong information resulting in client code modification etc., at the rates as may be decided from time to time.

### **5. Non-payment of dues by the client, and consequences thereof**

In case of purchases on behalf of clients, Aldan Investments Pvt. Ltd, shall be at liberty to close out the transactions by selling the securities, without giving notice to the client, in case the client fails to make the full payment to Aldan Investments Pvt. Ltd, for the execution of the contract within two days of contract note having been delivered for shares or before pay-in day (as fixed by Stock Exchange for the concerned settlement period), whichever is earlier; unless the client already has an equivalent credit with Aldan Investments Pvt. Ltd. The loss, if any, incurred in this regard, shall be borne by the client and will be met from the margin money/deposit of that client lying with Aldan Investments Pvt. Ltd. The close out/selling/squaring-off will be only to the extent of combined shortfalls in Margins/MTM/ settlement obligations on all segments of Exchanges.

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### **6. Closure of the existing position of a client**

Aldan Investments Pvt. Ltd, shall have the right to refuse to execute the trades/allow the client to take further position and/or close out the existing position of the client, under the following circumstances:

- i. If there is any order to that effect from any regulatory/statutory authority;
- ii. If there is any enquiry/investigation by any regulatory/statutory authority into the affairs of the client;
- iii. Non-receipt of funds/securities and/or bouncing of cheques received from the client towards the obligations/margin /ledger balances;
- iv. In case of breach of the limits set out by the Exchanges/SEBI/ Aldan Investments Pvt. Ltd; and
- v. Due to any force majeure event beyond the control of Aldan Investments Pvt. Ltd.

### **7. Shortages in obligations arising out of internal netting of trades**

Internal Shortage arises when the buyer and the seller of a scrip (other than T or BE Group scrips) are clients of Aldan Investments Pvt. Ltd, and the seller fails to deliver the scrip to fulfill his settlement obligation. The internal shortages are marked against the client randomly at the sole discretion of Aldan Investments Pvt. Ltd, taking in to account the delivery obligations through Exchanges. The short delivering client (seller) is provisionally debited by an amount equivalent to the closing price of that scrip on the trade day (T Day). The scrip delivered short is then, purchased from the market on T+ 2 Day. On T+3 day, an Auction Bill, as per the Exchange Rules, is raised on the seller for the standard rate or auction rate Provided by the Exchange, whichever is higher, along with the reversal entry of provisional amount debited earlier. Once the payout of that scrip is received from Exchange (on T+ 4 Day), the same will be transferred to the DEMAT account of original buyer client.

### **8. Temporary Suspension/Closure of the client's account**

Aldan Investments Pvt. Ltd, shall keep the client's account suspended/closed for a temporary period of time at the specific written request, 15 days in advance, of the client, under certain circumstances such as the client going out of the town/country, undergoing medical treatment requiring his hospitalization etc., However, such suspension/closure will be effected, subject to clearance of all dues and settlement obligations by the client. During the period of such temporary suspension, trading in the client's account shall not be permitted. Notwithstanding any such suspension/closure, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to such closure/suspension shall continue to subsist and binding on the client. The client's account shall be reactivated only at the specific written request of the client.

### **9. Deregistering a client**

The client is required to give details of action, if any, taken against him by SEBI or any other regulatory authorities in the KYC/Client Registration Form. Aldan Investments Pvt. Ltd, shall have the right to deregister the client, if it is found, later on, that the client's name appears in the list of entities debarred by SEBI or any other regulatory authority. Aldan Investments Pvt. Ltd, shall have the right to deregister a client, if the client breaches the terms and conditions mentioned in the "Rights and Obligations" document or provides any false information or declarations or is found to be indulging in any of the activities in violation of the applicable Rules and Regulations.

### **10. Inactive Trading Accounts**

Aldan Investments Pvt. Ltd, shall treat those clients' accounts as inactive/dormant, if there is no trading in such accounts continuously for six months or more. If there are any funds/securities/deposits with Aldan Investments Pvt Ltd, the same will be released to client before declaring the client as dormant client. Such inactive/dormant accounts will be reactivated only on the request made by such clients.

# Aldan Investments Private Limited

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



## TARIFF Sheet

### Brokerage applicable

<b>Client Code</b>					
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Particulars	Minimum %		Minimum value	
	One side	Both sides	One side	Both sides
<b>Intra-day</b>				
<b>Delivery</b>				
<b>Futures</b>				
<b>OPTSTK</b>				
<b>OPTIDX</b>				

### Notes:

- Brokerage mentioned above are excluding any taxes and/or levies
- All other government, exchange(s) and relevant regulatory body charges applicable shall be billed at actuals
- Government, exchange(s) and regulatory body charges are subject to change without prior notice at the discretion of relevant authorities

--

**Aldan Investments Private Limited**701 Heritage Plaza, Opp. Indian Oil Nagar  
JP Road, Andheri (W), Mumbai 400053

<b>Date</b>								
-------------	--	--	--	--	--	--	--	--

<b>Particulars</b>	<b>Details</b>
Member code (NSE)	12599
Member code (BSE)	181
Name (as per PAN)	
UCC	

**Subject: Trading preference on segments****Reference: SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/95**

With reference to the above-mentioned details, we provide consent to trade in the segments mentioned below:

<b>Exchanges</b>	<b>NSE, BSE, MSEI</b>				<b>MCX, NCDEX, BSE &amp; NSE</b>
	<b>Cash/Mutual fund</b>	<b>NSE FO</b>	<b>Currency</b>	<b>Debt</b>	<b>Commodity derivatives</b>
<b>All segments</b>			<b>X</b>	<b>X</b>	<b>X</b>
If you do not wish to trade in any of the segment/mutual fund, please mention below:					
<b>Currency</b>	<b>Debt</b>	<b>Commodity derivatives</b>	<b>Mutual Fund</b>		

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



## **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 favor 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 a similar nature are prohibited by law. You will not have any protection/recourse from SEBI/stock exchanges for participation in such schemes.

# Client Account Access Control Policy

## 1. Purpose

The purpose of this policy is to establish a clear and efficient process for clients to freeze or block access to their online trading accounts in order to prevent unauthorized transactions and ensure account security.

## 2. Scope

This policy applies to all clients who maintain an online trading account (IBT/mobile application/any other online access for trading) with Aldan Investments Private Limited. It covers the procedures for requesting a temporary or permanent freeze/block on account access.

## 3. Definitions

- **Freeze:** Temporarily restricts the ability to execute transactions on the account while maintaining the ability to view account information.
- **Block:** Completely restricts access to the account, including the ability to view account information.

## 4. Policy Details

### 4.1. Client Initiated Requests

Clients may request to freeze or block their online trading account for the following reasons:

- Suspicion of unauthorized access or fraudulent activity.
- Personal circumstances that necessitate restricted access (e.g., travel, medical reasons, etc.).

### 4.2. Contacting the Broker

To initiate a freeze or block on their account, clients must follow these steps:

1. **Contact Method:** Clients must contact Aldan Investments Private Limited via the official communication channels provided by them. These channels may include:
  - Telephone: **+912266707803/ +912266707805/ +912266707823**
  - Email: **stoptrade@aldaninvestments.com**
2. **Verification:** Aldan Investments will verify the client's identity through established security protocols, which may include:
  - Answering security questions (provide UCC code, PAN and other KYC verifications provided to the broker)
  - Providing a verification code sent to the registered email or phone number
  - Any other method deemed appropriate by the firm
3. **Request Details:** The client must provide the following information:
  - Full name and account number
  - Reason for the freeze/block request
  - Duration for the requested freeze (if applicable)
  - Confirmation of understanding that a block will completely restrict account access

## Aldan Investments Private Limited

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



### 4.3. Broker's Responsibilities

- **Action:** Upon successful verification, Aldan Investments will take action to freeze or block the account as per the client's request.
- **Confirmation:** Aldan Investments will send a confirmation to the client via the registered communication channel, detailing the action taken and its duration.
- **Monitoring and Support:** Aldan Investments will monitor the account for any suspicious activity and provide support to the client as needed during the freeze/block period.
- **Timelines:** Aldan Investments will respond to any freeze/block request received after successful verification in the following timelines:  
During market hours: Within 15 minutes  
After market hours: Before start of next trading session

### **5. Reactivation of Account**

Clients who wish to reactivate their account must contact their broker following the same verification process. The broker will lift the freeze or block and confirm the reactivation with the client, subject to verification of KYC details.

### **6. Record Keeping**

All requests for freezing or blocking account access, including the client's information and the broker's actions, will be documented and securely stored.

### **7. Contact Information**

For any questions or concerns regarding this policy, clients should contact Aldan Investments via official channels as displayed on their website.

# Aldan Investments Private Limited

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



## FATCA and CRS: Self Certification Form for Individuals

Client code															
DEMAT No	1	2	0	4	0	6	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.

Date								Place	

# Aldan Investments Private Limited

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



## 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.)

**Aldan Investments Private Limited**701 Heritage Plaza, Opp. Indian Oil Nagar  
JP Road, Andheri (W), Mumbai 400053**Account modification(s) Form**

<b>Application number</b>								
<b>Date</b>	D	D	M	M	Y	Y	Y	Y
<b>Client ID</b>								

<b>Account holder details</b>	
<b>Name of first/sole holder</b>	
<b>Name of second holder</b>	
<b>Name of third holder</b>	

	I/We request to carry out change of correspondence/permanent address/signature in the DEMAT account
	I/We request to carry out change of address/signature in the KRA and DEMAT account

**Changes required to be detailed below:**

<b>Details*</b>	<b>Type of change**</b>	<b>Existing details</b>	<b>New details</b>

\*Specify change required in which parameter i.e., address/bank details/contact details/etc.

\*\* Specify the type of change i.e., addition/modification/deletion

If the space provided is not sufficient, attached an Annexure with signature(s)

<b>Particulars</b>	<b>First/sole holder</b>
<b>Name</b>	
<b>Signature</b>	

**Acknowledgement receipt**

Received modification details as mentioned below:

<b>Application number</b>		<b>Date</b>							
		<b>Client ID</b>							
Name of first/sole holder									
Name of second holder									
Name of third holder									
Modification requested for (specify reason)									

<b>Seal and signature</b>	
---------------------------	--

Date								
------	--	--	--	--	--	--	--	--

To  
Aldan Investments Pvt. Ltd  
701 Heritage Plaza  
Opp. Indian Oil Nagar, JP Road  
Andheri (W), Mumbai - 400053

Dear Sirs,

**Subject: Letter of Authority for maintaining a Running Account for me/us in Cash/F&O Segments for NSE/BSE**

I/we have been regularly trading and investing, or plan to do so, with you at Bombay Stock Exchange Ltd (Cash/Futures & Options Segment) and National Stock Exchange of India Ltd (Cash/Futures & Options Segment).  
To facilitate ease of operations, I/we request and authorize you as under:

**Authority:**

1. To maintain a running account for all my/our trades through all the Exchanges, instead of a settlement-to- settlement clearance of dues and/or delivery of securities to me/us. I agree that no interest shall be payable by you on the credit balances that may arise from time to time in my/our account.
2. To retain funds/securities/margin to the extent of value of transactions executed in the cash market segment on the day of settlement for next day's transactions in the cash market segment.
3. To retain/hold any/all of our funds available with you on our account, till such time that I/we request you to release the same.

**Declaration/undertaking:**

1. I/We undertake to reconcile our accounts, both financial and securities, with you and carry out the actual settlement of funds & securities at least once in every financial quarter/month.
2. I/We also state that dispute, if any, arising from the statement of account or statement of securities or settlement so made as hereinabove, shall be brought to your notice preferably within 7 working days from the date of receipt of funds/securities or statement, as the case may be.
3. I/We state that I/we may revoke the above authorization at any time. I also undertake to clear all my dues to you before serving revocation of this authorization; else all my dues in my ledger will be recovered by you before effecting revocation.

Thanking you

*(To be signed by client and not by POA)*

Client name	
Client ID	

Date								
------	--	--	--	--	--	--	--	--

To  
Aldan Investments Pvt. Ltd  
701 Heritage Plaza  
Opp. Indian Oil Nagar, JP Road  
Andheri (W), Mumbai - 400053

Dear Sirs,

**Subject: Letter of Authority - Capital Market and Derivatives Segment (F&O) of NSE/BSE**

I/We have been regularly trading and investing, or plan to do so, through you on either/all of the Exchanges i.e. BSE, NSE & MCX-SX. To facilitate and ease of the accounting operations I/we expressly authorize you as under:

1. To accept any/all of my/our orders for purchase/sale of shares & securities which shall be given on telephonic or orally during my/our personal visit to your office.
2. To avoid unnecessary and cumbersome paper - work, I/we authorize you not to provide me/us any order confirmation/modification/cancellation slips and/or trade confirmation slips as the required details are available from contracts issued by you.
3. To transfer, adjust and/or to set off a part or whole of the securities placed as margin and/or any surplus funds in any of my account(s) maintained with you against the outstanding dues payable if any, by me/us in any of my/our account(s) maintained with you. I/We also confirm that you will have the right of lien on the credit balance in any of my/our accounts for any dues, and accordingly, any entries passed by you shall be binding on me/us.
4. To tape-record the conversation by me over telephone or in person at the time of placing/modification/cancellation of orders by me and use such recordings to resolve disputes, if any, in connection with trading transactions.
5. To send SMS alerts regarding account opening, ledger balances, margin, corporate benefits, products and related services on my mobile number mentioned in the KYC form.

Thanking you

*(To be signed by client and not by POA)*

Client name	
Client code	
Client address	



Date									
------	--	--	--	--	--	--	--	--	--

To  
Aldan Investments Pvt. Ltd  
701 Heritage Plaza  
Opp. Indian Oil Nagar, JP Road  
Andheri (W), Mumbai - 400053

Dear Sirs,

**Subject: Authority to send digitally signed contract notes/bills etc., by email**

Client code	
BO ID w/ Aldan	

With reference to my/our dealings with you as your client, I/we hereby authorize you to send the digitally signed Contract Notes/Bills/Ledger Accounts/Margin Statements/Securities Register/DEMAT Transactions Statement-cum-Bill/DEMAT Holding Statements/other relevant documents pertaining to my trading account/DEMAT account maintained with you, at my/our email-id mentioned below:

Mobile	+	9	1										
Email (in BLOCK letters)													
Relation w/ Client													

I/we confirm that:

1. Dispatch of the said documents at the aforesaid email-ids shall constitute full and absolute discharge of your obligation under the mandatory and non-mandatory client registration documents execute between you and me, to provide me with the aforesaid documents.
2. Non-receipt of bounced mail at your end shall amount to delivery of the aforesaid documents sent to me at the email-ids mentioned above.
3. AIPL shall not be responsible for non-delivery of the aforesaid documents, due to problems related to network, internet or any other reason, whatsoever.
4. I will intimate you preferably within 24 hours thereof, about the non-receipt of any of the aforesaid documents by email.
5. If no such intimation is received by you from my/our end and also if you do not receive any bounce email, it shall be presumed that the aforesaid documents have been properly delivered.

I/we further reserve my/our right to receive the physical copies of the aforesaid documents, if such a demand is made in writing on you. In case of any change in my/our aforesaid email ID, I/we hereby undertake to intimate the same to you in writing. In case of any discrepancy/query, I/We shall intimate the same to you preferably within 24 hours thereof at your designated email id.

Thanking you

First/sole holder	
Second holder	
Third holder	

*If the DEMAT account is held jointly, the authorization must be signed by all joint account holders*

To,  
Aldan Investments Pvt. Ltd  
701, Heritage Plaza,  
JP Road, Andheri (West)  
Mumbai - 400053

**FEMA DECLARATION – CUM – UNDERTAKING**

I/We hereby declare that the transaction, the details of which are specifically mentioned in this request letter, does not involve and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or of any rules, regulation, notification, direction or order made there under. I /We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India. I/We further declare that the undersigned has/have complied with and will continue to comply with FEMA regulation and other applicable laws.

Yours truly,

\_\_\_\_\_  
Name and signature

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

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

Subject: Confirmation of receipt of documents executed

Dear Sir/Ma'am

With reference to my/our registration as a client with you for NSE/BSE for capital market/derivative segment, I/we hereby confirm that I/we have received copies of the KYC, Rights & Obligations, Risk Disclosure Documents, DDPI (if any), Most Important Terms and Conditions, Client account Access Control Policy and all other executed documents.

Name	
UCC	
Signature	

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

Please fill the form in ENGLISH and in BLOCK letters

Fields marked \* are mandatory

Fields marked + are pertaining to CKYC and mandatory only if processing CKYC also

**CDSL VENTURES LIMITED**

...Exploring New Horizons

**Aldan Investments Pvt Ltd**

Application Number: \_\_\_\_\_

Application Type\*:  New KYC  Modification KYC**KYC Mode\*:** Please Tick (✓) Normal  EKYC OTP  EKYC Biometric  Online KYC  Offline EKYC  Digilocker**1. Identity Details** (please refer guidelines overleaf)

PAN\* \_\_\_\_\_ Please enclose a duly attested copy of your PAN Card

Name\* (same as ID proof) \_\_\_\_\_

Maiden Name+ (if any) \_\_\_\_\_

Fathers/Spouse's Name\* \_\_\_\_\_

Date of Birth\* \_\_\_\_\_

Gender\*  Male  Female  TransgenderMarital Status\*  Single  MarriedNationality\*  Indian  Other \_\_\_\_\_Residential Status\*  Resident Individual Non  Resident IndianPlease Tick (✓)  Foreign National  Person of Indian Origin

(Passport mandatory for NRIs, PIOs and Foreign Nationals)

Applicant Photo

Proof of Identity (POI) submitted for PAN exempted cases (Please tick)

 A — Aadhaar Card XXXX XXXX \_\_\_\_\_ B — Passport Number \_\_\_\_\_ (Expiry Date) \_\_\_\_\_ C — Voter ID Card \_\_\_\_\_ D — Driving License \_\_\_\_\_ (Expiry Date) \_\_\_\_\_ E — NREGA Job Card \_\_\_\_\_ F — NPR \_\_\_\_\_ Z — Others \_\_\_\_\_ (any document notified by Central Government)

Identification Number \_\_\_\_\_

**2. Address Details\*** (please refer guidelines overleaf)**A. Correspondence/ Local Address\***

Line 1\* \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

City/Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_

State\* \_\_\_\_\_ Country\* \_\_\_\_\_

Address Type\*  Residential/Business  Residential  Business  Registered Office  Unspecified

Applicant e-SIGN

**B. Permanent residence address of applicant, if different from above A / Overseas Address\*** (Mandatory for NRI Applicant)

Line 1\* \_\_\_\_\_  
 Line 2 \_\_\_\_\_  
 Line3 \_\_\_\_\_  
 City/  
 Town/Village\* \_\_\_\_\_ District\* \_\_\_\_\_ Pin Code\* \_\_\_\_\_  
 State\* \_\_\_\_\_ Country\* \_\_\_\_\_

**Proof of Address\*** (attested copy of any one POA to be submitted)

A — Aadhaar Card      XXXX XXXX \_\_\_\_\_  
 B — Passport Number      \_\_\_\_\_ (Expiry Date) \_\_\_\_\_  
 C — Voter ID Card      \_\_\_\_\_  
 D — Driving License      \_\_\_\_\_ (Expiry Date) \_\_\_\_\_  
 E — NREGA Job Card      \_\_\_\_\_  
 F — NPR Letter      \_\_\_\_\_  
 Z—Others      \_\_\_\_\_ (any document notified by Central Government)  
 Identification Number \_\_\_\_\_

**3. Contact Details**

Email ID \_\_\_\_\_  
 Mobile No. + \_\_\_\_\_ - \_\_\_\_\_  
 Tel (off) \_\_\_\_\_ Tel (Res) \_\_\_\_\_

**4. Applicant Declaration**

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.

I/We hereby consent to receiving information from CVL KRA through SMS/Email on the above registered number/Email address.

DATE: \_\_\_\_\_ (DD-MM-YYYY)

PLACE: \_\_\_\_\_

Applicant e-SIGN

Applicant Wet Signature

**5. For Office Use Only**

In-Person Verification (IPV) carried out by*	Intermediary Details*
IPV Date _____ Emp. Name _____ Emp. Code _____ Emp. Designation _____	<input type="checkbox"/> Self certified document copies received (OVD) <input type="checkbox"/> True Copies of documents received (Attested) AMC / Intermediary Name : _____
Employee Signature and Stamp	<b>Aldan Investments Private Limited</b>

## Instructions/Guidelines for filling Individual KYC Application Form

### A. General Instructions:

1. Self-attestation of documents is mandatory.
2. Copies of all documents that are submitted need to be compulsorily self-attested by the applicant 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 below list 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 addresses 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/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in 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., Head of State or of Government, senior politician, senior government/judiciary/military officer, senior executive of state owned corporation, important political party official, etc.

### B. Proof of Identity (POI):

1. PAN card with photograph is mandatory for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Original Verified Documents (OVD) are acceptable: Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving License / Letter issued by NPR / NREGA job card
3. If driving license number or passport is provided as proof of identity then expiry date is to be mandatorily furnished.
4. Mention identification / reference number if 'Z – Others (any document notified by the central government)' is ticked.
5. Others – Identity card with applicant's photograph issued by any of the following: Central/ State Government 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):

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. Others includes – Utility bill which is not more than 3 months old of any service provider (electricity, landline telephone, piped gas, water bill); Bank account or Post Office savings bank account statement; Documents issued by Government departments of foreign jurisdictions and letter issued by Foreign Embassy or Mission in India
3. Identity card with applicant's photograph and address issued by any of the following: Central/ State Government 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.
4. Self declaration of High courts/Supreme court judges, giving the new address in respect of their own accounts.
5. For FII/Sub account, Power of attorney given by FII/Sub account to the custodians (which are duly notarized and/or apostilled or consularized) that gives registered address should be taken.
6. Proof of address in name of spouse may be accepted.
7. Registered lease or Sale agreement/ Flat maintenance bill / Insurance copy / Ration card / Latest Property tax
8. Original Verified Documents (OVD) are acceptable: Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving License / Letter issued by NPR / NREGA job card

#### **D. Exemptions/Clarifications to PAN (\*Sufficient documentary evidence in support of such claims to be collected)**

1. Investments (including SIPs), in Mutual Fund schemes up to INR 50,000/- per investor per year per Mutual Fund.
2. Transactions undertaken on behalf of Central/State Government, by officials appointed by Courts, e.g., Official liquidator, Court receiver, etc.
3. Investors residing in the state of Sikkim.
4. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
5. In case of institutional clients, namely FIIs, MFs, VCFs, FVCIs, Scheduled commercial bank, Multilateral and Bilateral development financial institutions, State Industrial development corporations, insurance companies registered with IRDA and public financial institutions as defined under section 4A of the Company Act 1956, custodians shall verify the PAN card details with the original PANs and provide duly certified copies of such verified PAN details to the intermediary.

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

1. Authorized officials of Asset Management Companies (AMCs).
2. Authorized officials of Registrar & Transfer Agent (RTA) acting on behalf of the AMC.
3. KYC compliant mutual fund distributors affiliated to Association of Mutual Funds (AMFI) and have undergone the process of 'Know Your Distributor (KYD)'.
4. Notary Public, Gazette Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
5. 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.

#### **F. Online Mode Processing of KYC:**

1. EKYC BIOMETRIC
  - Applicant may directly upload their documents (OVD) as scanned images on intermediary's portal.
  - The documents should be e-signed.
  - Applicant details are verified using UIDAI Biometric details.
  - Original Seen Verification (OSV) of documents as well as IPV / VIPV is exempted.
  - Intermediary attestation on documents is exempted.
2. EKYC OPT
  - Applicant may directly upload their documents (OVD) as scanned images on intermediary's portal.
  - The documents should be e-signed.
  - Applicant details are verified using UIDAI details using OTP.
  - Original Seen Verification (OSV) of documents as well as IPV / VIPV is exempted.
  - Intermediary attestation on documents is exempted.
3. ONLINE KYC
  - Applicant may directly upload their documents (OVD) as scanned images on intermediary's portal.
  - The documents should be e-signed.
  - Virtual In Person Verification (VIPV) is mandatory as per SEBI guidelines.
  - Intermediary attestation on documents (OSV) is exempted.
4. OFFLINE EKYC
  - Applicant may directly upload their document (PAN copy) as scanned images on intermediary's portal.
  - The documents should be e-signed.
  - Digital KYC performed through Offline Aadhaar e-KYC. OVD sourced from Offline Aadhaar e-KYC.
  - Original Seen Verification (OSV) of documents as well as IPV / VIPV is exempted.
5. DIGILOCKER
  - Digital KYC performed through the documents (OVD) sourced from Digilocker.
  - Original Seen Verification (OSV) of documents as well as IPV / VIPV is exempted.
  - Intermediary attestation on documents is exempted.



**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"/>	<input type="text"/>
Maiden Name (If any*)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father / Spouse Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mother Name*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	<input type="text"/>	<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"/> Foreign National	<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\*  Residential / Business  Residential  Business  Registered Office  Unspecified

Proof of Address\*  Passport  Driving Licence  UID (Aadhaar)

Voter Identity Card  NREGA Job Card  Others  please specify

Simplified Measures Account - Document Type code

**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		