



# CLIENT REGISTRATION KIT



## **SALASAR STOCK BROKING LTD.**

**MEMBERS : NATIONAL STOCK EXCHANGE OF INDIA LTD.  
BSE LIMITED  
NATIONAL SECURITIES DEPOSITORY LIMITED**

**REGD. OFFICE : MUKTI CHAMBERS, 4A, CLIVE ROW  
KOLKATA - 700 001 (INDIA)**

**PHONE : (033) 4012-6700 ❖ FAX : (033) 4012-6767**

**E.mail : [ssbl@vsnl.net](mailto:ssbl@vsnl.net) ❖ Website : [www.salasartrade.com](http://www.salasartrade.com)**

**CIN : U67120WB1994PLC067002**

**CLIENT NAME : \_\_\_\_\_**

**CLIENT CODE : \_\_\_\_\_**

**CLIENT PAN : \_\_\_\_\_**

**CLIENT CKYC NO. : \_\_\_\_\_**

## **ABBREVIATIONS**

SSBL	Salasar Stock Broking Ltd.
SEBI	Securities & Exchange Board of India
NSE	National Stock Exchange of India Ltd.
BSE	BSE Limited
CM	Capital Market Segment
F&O	F&O Segment
CD	Currency Derivatives Segment
Broker	Salasar Stock Broking Ltd.
Stock Broker	Salasar Stock Broking Ltd.
Trading Member	Salasar Stock Broking Ltd.
Member	Salasar Stock Broking Ltd.
Constituent	Client
KYC	Know Your Client
RDD	Risk Disclosure Document
PMLA Act , 2002	Prevention of Money Laundering Act , 2002
AML	Anti Money Laundering
CFL	Combating Financing of Terrorism
PAN	Permanent Account Number
DP	Depository Participant
ROC	Registrar of Companies
HUF	Hindu Undivided Family
MICR	Magnetic Ink Character Recognition
SPAN	Standard Portfolio Analysis of Risk
FDR	Fixed Deposit Receipt issued by Bank
BG	Bank Guarantee issued by Banks
DD	Demand Draft
ECN	Electronic Contract Note
VSAT	Very Small Aperture Terminal
ISDN	Integrated Services Digital Network
VPN	Virtual Private Network
CKYC	Central KYC
KRA	KYC Registration Agency

## ACCOUNT OPENING KIT

Name of Stock Broker / Trading Member / Clearing Member :

**SALASAR STOCK BROKING LTD.**



Registered & Correspondence Office address :

MUKTI CHAMBERS, 4A, CLIVE ROW, KOLKATA - 700 001

PHONE : (033) 4012-6700, FAX : (033) 4012-6767

E.mail : ssbl@vsnl.net, Website : www.salasartrade.com, CIN : U67120WB1994PLC067002

SEBI Regn. Nos. and Date :- NSE - INB230752635 Dt.26.07.1995  
- INF230752635 Dt.15.09.2000  
- INE230752635 Dt.04.12.2008  
- BSE - INB010752633 Dt.12.08.2005  
- INF010752633 Dt.12.10.2006  
- INE010752635 Dt.20.11.2008

Name of Clearing Member (For NSE-Currency Derivatives Segment & BSE-Currency Derivatives Segment) : EAST INDIA SECURITIES LTD.

SEBI Regn. Nos. and Date :- NSE - INE 230813439 Dt. 25.08.2008  
- BSE - INE 010813435 Dt. 23.11.2006

Registered & Correspondence Office address :

10/1D, Lal Bazar Street, Mercantile Bldg., 3rd Floor, Kolkata - 700 001

Phone : 2248-7002 / 9347, Fax : (033) 2358-6631

E.mail : fao@eisec.com, Website : www.eisec.com

Compliance Officer Name : Mr Kiran Kumar Sonthalia  
Phone : (033) 4012-6770  
email ID : ssbl@vsnl.net

CEO Name : Mr Kiran Kumar Sonthalia  
Phone : (033) 4012-6770  
email ID : ssbl@vsnl.net

For any grievance/dispute, please contact **M/S SALASAR STOCK BROKING LTD.** at the above address or email id : investor.ssbl@gmail.com and Phone No. : (033) 4012-6700. In case not satisfied with the response, please contact the concerned exchange(s) at ignse@nse.co.in and Phone No. (022) 2659-8190 for NSE and at is@bseindia.com and Phone No. (022) 2272-8097 for BSE.

Disclosure of Proprietary trading pursuant to SEBI Circular No. : SEBI/MRD/SE/Cir-42/2003 dated 19th Nov., 2003, NSE Circular No. : NSE/INVG/PRE/2003/16 dated 25th Nov., 2003 and BSE Notice No. 20031125-7 dated 25 November, 2003 :

We, **SALASAR STOCK BROKING LTD.**, are also engaged in Proprietary trading apart from Client based business on all the segments at all the Exchanges

# SALASAR STOCK BROKING LTD.

<b>INDEX OF DOCUMENTS</b>		
<b>S.NO.</b>	<b>NAME OF THE DOCUMENT AND ITS BRIEF SIGNIFICANCE</b>	<b>PAGE NOS.</b>
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>		
<b>1.</b>	<b>Account Opening Form</b> A. KYC form - Document captures the basic information about the constituent and an instruction/check list. B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list.	<b>** 1 - 5</b>
<b>2.</b>	<b>Policies and Procedures</b> Document describing significant policies and procedures of the stock broker.	<b>6 - 8</b>
<b>3.</b>	<b>Tariff sheet</b> Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	<b>9</b>
<b>Note :</b> Standard Mandatory Documents viz. Rights & Obligations of Stock Broker, Sub-broker and Client for trading on exchanges, Uniform Risk Disclosure Documents, and Guidance Note detailing Do's and Don'ts for trading, are available in physical/electronic mode as per your choice marked in on Page 2.		
<b>VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER</b>		
<b>4.</b>	<b>Authority Letter for Running Account</b> The document deals with an option given to client to settle his obligations towards funds and securities on a running basis & settle the same at monthly/quarterly interval at his discretion.	<b>10</b>
<b>5.</b>	<b>Consent Letter for E.mail and Mobile Alert Facility</b> As required under various Circulars of SEBI and Exchange(s)	<b>11</b>
<b>6.</b>	<b>Mandate to issue documents in Electronic format</b> The documents deals with the clauses relating to issue of Contract Notes, daily margin statement, quarterly statement in electronic format.	<b>12</b>
<b>7.</b>	<b>Other Operative Clauses</b> Contains some additional voluntary clauses to be agreed between the prospective client and member which are not in contravention to any of the clauses in mandatory documents and to the rules and regulations, articles, bye-laws, circulars, directives & guidelines of SEBI & exchanges.	<b>13 - 14</b>
<b>OTHERS</b>		
<b>8.</b>	<b>Declaration by client in relation to PMLA, 2002</b> The document deals with other additional voluntary information to be provided by the client in relation to prevention of Money Laundering Act, 2002.	<b>15</b>
<b>9.</b>	<b>DECLARATION OF ULTIMATE BENEFICIAL OWNERSHIP</b>	<b>16 - 17</b>
<b>10.</b>	<b>FATCA/CRS Declaration Forms</b> - For Individual - For Non-Individual	<b>18 - 19 20 - 22</b>
<b>11.</b>	<b>ANTI MONEY LAUNDERING/COMBATING FINANCING OF TERRORISM - LITERATURE</b> The document gives an overview of what is Money Laundering, its objectives, its effects on economy and society, and local regulations to fight money laundering.	<b>23 - 25</b>
<b>12.</b>	<b>OTHER INFORMATION</b> A list of other information provided by the client and used by member for his convenience.	<b>26</b>

**\*\* As per separate sheets (to be submitted to CKYC / KRA)**

**The formats for Board Resolution and other declarations are available on our Website : [www.salasartrade.com](http://www.salasartrade.com)**

## TRADING ACCOUNT RELATED DETAILS - FOR INDIVIDUALS & NON-INDIVIDUALS

### A. BANK ACCOUNT(S) DETAILS

1. Bank Name : \_\_\_\_\_  
 Branch Address : \_\_\_\_\_  
 Bank Account No. : \_\_\_\_\_  
 Account Type :  Saving  Current  Others \_\_\_\_\_ In case of NRI/NRE/NRO  
 MICR Number : \_\_\_\_\_ IFSC code : \_\_\_\_\_
2. Bank Name : \_\_\_\_\_  
 Branch Address : \_\_\_\_\_  
 Bank Account No. : \_\_\_\_\_  
 Account Type :  Saving  Current  Others \_\_\_\_\_ In case of NRI/NRE/NRO  
 MICR Number : \_\_\_\_\_ IFSC code : \_\_\_\_\_

### B. DEPOSITORY ACCOUNT(S) DETAILS

1. Depository Participant Name : \_\_\_\_\_  
 Depository Name :  NSDL  CDSL  
 Beneficiary Name : \_\_\_\_\_  
 DP ID : \_\_\_\_\_ Beneficiary ID (BO ID) : \_\_\_\_\_
2. Depository Participant Name : \_\_\_\_\_  
 Depository Name :  NSDL  CDSL  
 Beneficiary Name : \_\_\_\_\_  
 DP ID : \_\_\_\_\_ Beneficiary ID (BO ID) : \_\_\_\_\_

### C. TRADING PREFERENCES : \* Please sign in the relevant boxes where you wish to trade. The segment not chosen should be struck off by the client.

Exchange	Segment	Signature
1. National Stock Exchange of India Ltd.	- Cash	✓
	- F&O	✓
	- Currency Derivatives	✓
2. BSE Limited	- Cash	✓
	- F&O	✓
	- Currency Derivatives	✓

# 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.

**D. OTHER DETAILS**

1. **Gross Annual Income Details (please specify) :** Income Range per annum :

Below ₹ 1 Lac  1-5 Lac  5-10 Lac  10-25 Lac  25 Lacs-1 crore  > 1 crore

**Net-worth** ₹ \_\_\_\_\_ **as on** (date) \_\_\_\_\_ (dd/mm/yyyy)  
(Net worth should not be older than 1 year)

2. **Occupation (please tick any one and give brief details - For Individuals only) :**

Private Sector  Public Sector  Government Service  Business  Professional

Agriculturist  Retired  Housewife  Student  Others \_\_\_\_\_

3. **Please tick, if applicable, for any of your authorized signatories / Promoters / Partners / Karta / Trustees / whole time directors**

Politically Exposed Person (PEP)  Related to a Politically Exposed Person (PEP)

**E. PAST ACTIONS**

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

\_\_\_\_\_  
\_\_\_\_\_

**F. DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS**

If client is dealing through the sub-broker, provide the following details :

Sub-broker's Name : \_\_\_\_\_

SEBI Registration Number : \_\_\_\_\_

Registered Office Address : \_\_\_\_\_

Ph.: \_\_\_\_\_ Fax : \_\_\_\_\_ Website : \_\_\_\_\_

Whether dealing with any other stock broker / sub-broker (if case dealing with multiple stock brokers / sub-brokers, provide details of all)

Name of stock broker : \_\_\_\_\_

Name of Sub-Broker, if any : \_\_\_\_\_

Client Code : \_\_\_\_\_ Exchange : \_\_\_\_\_

Details of disputes/dues pending from/to such stock broker/sub- broker :

\_\_\_\_\_  
\_\_\_\_\_

**G. ADDITIONAL DETAILS**

❖ Whether you wish to receive physical contract note or Electronic Contract Note (ECN)

(please specify) : \_\_\_\_\_ Specify your Email id, if applicable : \_\_\_\_\_

Any change in the email id shall be communicated by the client through a physical letter to us. In respect of internet clients, the request for change of email id may be made through the secured access by way of client specific user id and password.

❖ Whether you wish to receive the standard documents - Rights and Obligations, Risk Disclosure Document (RDD) and Guidance note - physically or electronically, (please specify) : \_\_\_\_\_

**Please note that these documents are also available in certain vernacular languages on demand.**

❖ Whether you wish to avail of the facility of internet trading / wireless technology

(please specify) :  YES  NO



2. I/We confirm having read/been explained and understood the contents of the document on policy and procedures of the stock broker and the tariff sheet.
3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s) and 'Risk Disclosure Document'. 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 stock broker's designated website, if any.

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

✓ \_\_\_\_\_  
Signature of Client/ (all) Authorized Signatory (ies)

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

### ANNEXURE

#### DETAIL OF PROMOTERS / PARTNERS / KARTA / TRUSTEES AND WHOLE TIME DIRECTORS AND PERSONS AUTHORIZED TO DEAL IN SECURITIES ON BEHALF OF COMPANY / FIRM / OTHERS

Particulars	1st	2nd	3rd
Designation			
Name			
PAN			
DIN / UID			
Residential Address			
Photograph	Please affix your recent passport size photograph and sign across it ✓	Please affix your recent passport size photograph and sign across it ✓	Please affix your recent passport size photograph and sign across it ✓
Signature	✓	✓	✓

Use additional sheets, if required.

## FOR OFFICE USE ONLY

UCC Code allotted to the Client : \_\_\_\_\_

	Documents verified with Originals	Client Interviewed By
Name of the Employee		
Employee Code		
Designation of the employee		
Date		
Signature		

*I / We undertake that 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. I/We have given/sent him a copy of all the KYC documents. I/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. I/We also undertake that any change in the 'Rights and Obligations' and RDD would be made available on my/our website, if any, for the information of the clients.*

\_\_\_\_\_  
**Signature of the Authorised Signatory**

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

**Seal/Stamp of the stock broker**

### INSTRUCTIONS / CHECK LIST

1. Additional documents in case of trading in derivatives segments - illustrative list :

Copy of ITR Acknowledgement	Copy of Annual Accounts
In case of salary income - Salary Slip, Copy of Form 16	Net worth certificate
Copy of demat account holding statement	Bank account statement for last 6 months
Any other relevant documents substantiating ownership of assets	Self declaration with relevant supporting documents

*\*In respect of other clients, documents as per risk management policy of the stock broker need to be provided by the client from time to time.*

2. Copy of cancelled cheque leaf / pass book / bank statement specifying name of the constituent, MICR Code or / and IFSC Code of the bank should be submitted.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals :
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker / sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker'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 stock broker'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.
5. For non-individuals :
  - a. Form need to be initialized by all the authorized signatories.
  - b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company / firm / others and their specimen signatures.

**MANDATORY**

## POLICIES & PROCEDURES

### A) Refusal of Orders for penny stocks :

Penny stocks are thinly traded shares of small companies which are traded infrequently and having very low volume. It may be difficult to buy/sell Penny stocks. Penny stocks include the shares which form part of list of illiquid securities, given by stock exchanges from time to time. For Dealing in penny stock following procedures is being followed :

1. Authorization of the Senior Officer is to be taken if any client wants to invest in penny stocks.
2. The valid reason of the client to trade in penny stock is taken.
3. The financial position, background of the client is reviewed.

The order of a client shall be refused by the Member when it appears that

1. If the dealing amounts to manipulation of the price of the security.
2. If the dealing creates false or misleading appearance of trading in the securities market.
3. If the dealing in the security is not intended to effect transfer of beneficial ownership but intended to operate only as a device to inflate, depress or cause fluctuations in the price of the penny stock for wrongful gain or avoidance of loss.

### B) Setting up client's exposure limits :

At the time of entering into agreement with the clients and branches we require them to agree to abide by the exposure limits set by us from time to time subject to the availability of funds in their accounts & margins given by them in form of cash, FDRs, BGs, shares etc also. Client exposure is set on the basis of financial soundness (such as high, medium or low net worth client) and turnover position of the client.

### C) Imposition of Penalty / Delayed payment Charges :

As per regulation the client should pay his pay-in obligation of funds on or before the Exchange pay-in day. Any amount which is overdue from the clients either in Cash, Derivative and Currency Segments is charged with delayed penalty charges to discourage client in making late / delayed payments. The penalty is calculated @0.05% on a daily basis for the overdue amount & if member fails to make payment within one working day after Payout to the clients who had not opted for maintenance of running account or specifically requested the member to make payment on pay-out @0.03% on a daily basis for the overdue amount. However in case of frequent delayed payment the member also reserves the right to suspend the client account for further transactions.

The client agrees that the broker may impose fines / penalties for any orders / trades / deals / actions of the client which are contrary to his agreement / rules / regulations/ bye-laws of the exchange or any other law for the time being in force, at such rates and in such form as may deem fit. Further where the broker has to pay fine or bear any punishment from any authority in connection with / as a consequence of / in relation to any of the orders / trades / deals / actions of the client, the same shall be borne by the client.

### D) The right to sell client's securities or close client's positions, without giving notice to the client, on account of non-payment of client's dues :

The client shall ensure timely availability of funds/securities in form and manner at designated time and in designated bank and depository account(s), for meeting his/her/its pay in obligation of funds and securities. In cases of securities lying in margin account/client beneficiary account and having corporate actions like Bonus, Stock split, Right issue etc. for margin or other purpose the benefit of shares due to received under Bonus, Stock split, Right issue etc. will be given when the shares is actually received in the stock broker designated demat account.

In case the payment of the margin / security is made by the client through a bank instrument, the stock broker shall be at liberty to give the benefit / credit for the same only on the realization of the funds from the said bank instrument etc. at the absolute discretion of the stock broker. Where the margin / security is made available by way of securities or any other property , the stock broker is empowered to decline its acceptance as margin / security &/or to accept it at such reduced value as the stock broker may deem fit by applyinghaircuts or by valuing it by marking it to market or by any other method as the stock broker may deem fit in its absolute discretion.

The stock broker has the right but not the obligation, to cancel all pending orders and to sell/close/liquidate all open positions/securities/shares at the market closing time or when Mark to Market (MTM) percentage reaches or crosses stipulated margin percentage, whichever is earlier. The stock broker will have sole discretion to decide referred stipulated margin percentage depending upon the market condition. In the event of such square off, the client agrees to bear all the losses based on actual executed prices, the client shall also be solely liable for all and any penalties and charges levied by the exchange(s). Without prejudice to the stock brokers other rights, the stock broker shall be entitled to liquidate / close out all or any of the clients position without giving notice to the client for non payment of margins or other amounts including the pay in obligation, outstanding debts etc and adjust the proceeds of such liquidation / close out, if any, against the client liabilities / obligations. Any and all losses and financial charges on account of such liquidation , closing out shall be charged to & borne by the client.

**F) Shortages in obligations arising out of internal netting of trades :**

If the seller of the security in the internal netting of trades has failed to deliver the security in the scheduled settlement number in the designated settlement account of the member, the seller has to deliver the security in the designated Auction settlement for the scheduled settlement.

However if the seller is unable to deliver the security as mentioned above, than the seller will be debited with Exchange Auction Price for that particular security in Auction Settlement for the scheduled settlement along with the charges levied by the member. Buyer will get credit for Exchange auction price charged to the seller and in absence of Exchange Auction price , the highest closing price from Trading day to Trading +2 (i.e. Auction date) will be considered in place of Exchange Auction Price.

**G) Conditions under which a client may nor be allowed to take further position or the broker may close the existing position of a client :**

Subject to the rules, regulations and bye-laws of the relevant stock exchange / SEBI, the member reserves the right to refuse to take further position or close the existing position of the client. The condition under which such actions may be taken by the member include :

- i) Failing to provide sufficient margin as demanded by the member within the specified time.
- ii) The dealer of the member is unable to ascertain the identity of the client
- iii) Taking further position would violate any circular, rules, regulation or bye-laws of stock exchanges or SEBI either on account of Client wise or Broker wise limits.
- iv) Existing position violates any circular, rules, regulations or bye-laws of stock exchanges or SEBI either on account of Client wise or Broker wise limits.
- v) In case sudden changes in margin requirement of Exchanges.
- vi) Client unable to meet his pay-in obligation as per exchange requirement irrespective of the value of collaterals available.
- vii) Long pending debit balance in the client's account
- viii) Dishonour of Cheque

**H) Temporarily suspending or closing a client's account at the client's request :**

The account of the client shall be suspended / closed on receipt of written request from the client specifying the reasons to close the account or the member gets any information about the death or insolvency or the member has not found the client on the registered address or member has reasons to believe that continuing the client account is not in the bonaf ide interest of the member or exchanges or nation. If the reasons given by the client are justified then the account of that client is suspended after effecting the settlement of the account. For accounts suspended on clients request, the same can be reactivated only after receiving a written request from the client.

## **I) Deregistration of a client :**

Notwithstanding anything to the contrary stated in the agreement, the stock broker shall be entitled to terminate the agreement in any of the following circumstances:

- (i) If the action of the client are prima facie illegal/ improper or such as to manipulate the price of any securities or disturb the normal/proper functioning of securities or disturb the normal/proper functioning of the market, either alone or in conjunction with others.
- (ii) If there is any commencement of a legal process against the client under any law in force;
- (iii) On the death/lunacy or other disability of the Client;
- (iv) If the client being a partnership firm, has any steps taken by the Client and/or its partners for dissolution of the partnership;
- (v) If the Client suffers any adverse material change in his/her/its financial position or defaults in any other agreement with the Stock broker;
- (vi) If there is reasonable apprehension that the Client is unable to pay its debts or the Client has admitted its inability to pay its debts as they become payable:
- (vii) If the Client is in breach of any term, condition or covenant of this Agreement;
- (viii) If the Client has made any material misrepresentation of facts, including (without limitation) in relation to the Security;
- (ix) If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client;
- (x) If the Client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking;
- (xi) If any covenant or warranty of the Client is incorrect or untrue in any material respect;
- (xii) By the Stock Broker after giving a reasonable time to Client to shift his/her/their account elsewhere;

## **J) Applicable Brokerage Limit :**

The Brokerage rate applicable to the clients vary from client to client depending on the category of the client i.e. HNI, Institutional, LOW, Medium, High Risk client. At the time of induction of a new client, the financial stability of the client is assessed/ measured and the expected volume is also determined and the brokerage is fixed with the mutual consent of the client. However the brokerage rate charged from the clients does not exceed the maximum brokerage specified by the exchange. The brokerage slab of the client shall be reviewed at intervals after assessment of the amount and the quality of volume generated by the client as per his commitment the rates may be increased with prospective effect at 15 days notice send to the e-mail address or postal address of the client registered with us. Apart from brokerages the other charges such as STT Charges, Stamp Duty Charges, Transaction Charges levied by the exchanges, trade clearing charges, SEBI transaction charges, service tax or any other exchange related charges or statutory levies are to be paid by the client separately.

## **K) Dormant / Inactive Accounts :**

The account of a client who do not trade for one hundred eighty days reckoned from the end of last trading day, on which the client had traded, shall be declared Dormat Account and will be temporarily suspended. The account of a client who do not trade and remain inactive for eight consecutive calendar quarters reckoned from the end of the calendar quarters in which the client has traded shall be declared "Inactive Account" and will be temporarily suspended. Further at the time of re-activation of temporary suspended client accounts, clients has to furnish additional details like his address ,client code, phone nos etc. The member may ask the client to furnish proof of current address, bank account, demat account, financial status etc.

**I / We have fully understood the above mentioned Policies and Procedures adopted by the broker and sign hereunder as token of our acceptance for the same.**

These Policies & Procedures shall always be read along with the Rights and Obligations of Stock Brokers, Sub-Brokers and Clients & Risk Disclosure Document for Capital Market and Derivatives Segments as prescribed by SEBI and Stock Exchanges and shall be compulsorily referred to while deciding any dispute / difference or claim between me / us and the broker before any court of law / judicial / adjudicating authority including arbitrator etc.

## TARIFF SHEET

Unique Client Code \_\_\_\_\_

Segment & Type	Brokerage			
	%	Minimum Paisa	Flat Rate	
<b>Capital Market Segments at NSE &amp; BSE</b>				
Delivery				
Square-off				
Segment & Type	Brokerage			
	%	Minimum Paisa	Minimum Per Lot	Flat Per Lot
<b>Future &amp; Options Segment at NSE</b>				
Futures Daily				
Futures Period				
Options Daily on Premium				
Options Period on Premium				
<b>Future &amp; Options Segment at BSE</b>				
Futures Daily				
Futures Period				
Options Daily on Premium				
Options Period on Premium				
<b>Currency Derivatives Segment at NSE &amp; BSE</b>				
Futures Daily				
Futures Period				
Options Daily on Premium				
Options Period on Premium				

Minimum Processing Fees (Rs. 20/- Less Brokerage) would be charged.

Other Statutory charges like STT, Service Tax, Stamp Duty, Exchange TOT, SEBI TOT and other statutory charges levied by Regulatory Authorities on Transaction carried out by Client at Applicable Rates, i.e on actuals.

# AUTHORITY LETTER FOR RUNNING ACCOUNT OF FUNDS AND SECURITIES

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

To  
**SALASAR STOCK BROKING LTD.**  
Mukti Chambers  
4A, Clive Row  
Kolkata - 700 001

Dear Sir,

1. With reference to my/our trading account opened with you, I/we request you to maintain a running account for funds and securities on my/our behalf without settling the account on settlement of each transaction. I/We further request you to retain all amounts and securities receivable by me/us until specifically requested by me/us to be settled within one working day or request, if the same is lying with Salasar Stock Broking Ltd. & within 3 working days from the request if the same is lying with clearing member / clearing corporation.
2. I/we understand and agree that no interest will be payable to me/us on the amounts or securities so retained with you.
3. I/we may be trading in derivatives segment & cash segment of various Exchanges and hence have various accounts with you. In this regard I/we hereby authorize Salasar Stock Broking Ltd. to act at its discretion of adjusting any credit balance under my/ our various accounts against the debit in any account across segments/Exchange, without taking any further instruction from me/us.
4. I/we also confirm that the securities lying in my withhold A/c should be considered as margin deposit / collateral.
5. I/we authorize you to set off a part or whole of the margin deposited by me/us. against any of my / our dues, by appropriating relevant amount of fund or by sale of securities which form part of margin.
6. I/we hereby authorize you to pledge my / our securities deposited as margin or withheld by you as, permitted in the running account and to deposit my / our funds deposited as margin to Exchanges / Clearing Corporations towards margin.
7. I/we may revoke the authorisation at any time by giving a written notice.
8. I/we also agree that the actual settlement of fund and securities shall be done by us, at least once in a quarter or month and the statement of account for the same will be provided to me by Salasar Stock Broking Ltd. Such periodic settlement of running account may not be necessary :
  - i. for clients availing margin trading facility as per SEBI circular
  - ii. for funds received from the clients towards collaterals/margin in the form of bank guarantee (BG)/Fixed Deposit receipts (FDR).
9. If outstanding obligations/positions exists on the running account settlement date, I/we agree that
  - a) In respect of derivatives market transactions, the Member may, apart from margin liability as on the settlement date, retain additional margins (upto 125% of margin liability on the date of settlement) to take care of any margin obligation arising in next 5 days or as permitted by the Exchange from time to time.
  - b) in respect of cash market transactions, the Trading Member may retain entire pay-in obligation of funds & securities due from me / us as on the date of settlement and for next day's business, the Trading Member may retain funds / securities / margin to the extent of value of transactions executed on the day of such settlement.
10. I/we shall bring any dispute arising from the statement of account or settlement so made to the notice of Salasar Stock Broking Ltd. within 30 working days from the date of receipt of statement.
11. I/we agree that there shall be no inter-client adjustment for the purpose of settlement of the 'running account'.

## PREFERENCE OF CLIENT FOR SETTLEMENT OF RUNNING ACCOUNT (FUNDS & SECURITIES)

Settlement Preferences	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
------------------------	----------------------------------	------------------------------------

Thanking you,

Yours truly,

✓ \_\_\_\_\_

Signature of the Client

**VOLUNTARY**

# CONSENT LETTER FOR EMAIL AND MOBILE ALERT FACILITIES

Dated : \_\_\_\_\_

To  
**SALASAR STOCK BROKING LTD.**  
Mukti Chambers  
4A, Clive Row  
Kolkata - 700 001

Sir,

This is with reference to my/our trading account opened with you; I/we request you arrange facility of receiving email and/or mobile alert facility issued by Exchange in compliance with regulation and guidelines issued by concern authorities from time to time.

Email Facility	Service Required - YES <input type="checkbox"/> NO <input type="checkbox"/>
Email ID	
Owned by - Name	
- PAN Number*	
Relationship with Client	
Signature of the Client	✓
SMS Facility	Service Required - YES <input type="checkbox"/> NO <input type="checkbox"/>
Mobile Number	
Owned by - Name	
- PAN Number*	
Relationship with Client	
Signature of the Client	✓

\* Please specify the Name and PAN detail in case email id and/or Mobile Number is other than that of the client.

In this regards we state the following :

1. This is to further confirm that it will be my/our responsibility that my/our Email ID and/or Mobile Number are active and the relevant Inbox is not full. Further, the trading member will not be held liable for the mails and / or SMS alert not received.
2. I/we undertake that any change in my/our Email ID and/or Mobile Number shall be communicated to you in writing through a physical letter.
3. I/we agree that this authority shall be valid, until it is revoked by me/us at any time by giving a written notice to **Salasar Stock Broking Ltd.**

✓ \_\_\_\_\_  
Signature of Client

**VOLUNTARY**

Dated : \_\_\_\_\_

To  
**SALASAR STOCK BROKING LTD.**  
Mukti Chambers  
4A, Clive Row  
Kolkata - 700 001

Sir,

**Re : Electronic Contract Note (ECN)**

This has reference to the facility of receiving contract notes and other documents in Electronic form issued by you in compliance with regulations and guidelines issued by SEBI and Stock Exchanges. I/We understand that ECN are valid legal contract notes as per Stock Exchange/ SEBI Rules and recognized under Income Tax Act, as well as other Acts in India.

Therefore, the ECN shall be an accepted form of Contract Note to me/us and should be mailed to the following e-mail id(s) :

**E-mail Id (a)** \_\_\_\_\_ ✓ \_\_\_\_\_  
**(Primary - compulsory)** **Signature of Client**

**(b)** \_\_\_\_\_ ✓ \_\_\_\_\_  
**(Alternate - optional)** **Signature of Client**

I/We wish to inform you that I/We would like to avail of this facility. In this regard we state the following:

1. This is to further confirm that it will be my/ our responsibility that my/our email account is active and mail box is not full and the non-receipt of the bounced mail notification at your end shall amount to delivery of the ECN at my/our email-id.
2. I/we undertake to check the ECNs and discrepancy if any shall be brought to your notice within 24 hours of the issuance of contract notes.
3. You are authorized to send me/us account statement / other documents / other notices/ correspondence periodically through the same channel.
4. I / we undertake that any change in my / our Email ID shall be communicated to you in writing through a physical letter.

Kindly take the above into your record and oblige.

Thanking you,

Yours truly,

✓ \_\_\_\_\_  
Signature of Client

Name : \_\_\_\_\_

Note : Our Website name is **www.salasartrade.com**. You will be provided with User ID separately to check all your contract notes uploaded on a secured platform in the abovementioned website. You are also requested to change your User ID Password once it is intimated to you via secured platform.

## **Other Operative Clauses (Voluntary)**

In this below mentioned document unless the context specifies otherwise, reference to the singular includes a reference to the plural and vice versa and reference to any gender includes a reference to all other genders.

### **1. Not to act as sub broker / authorized person :**

The Client hereby undertakes not to act as sub-broker / authorized person and all the transactions executed by the client are on his behalf only. Further, Client undertakes not to act as a sub-broker / authorized person without prior written permission / approval of the member / exchange / without obtaining certificate of registration from Securities and Exchange Board of India (SEBI).

### **2. Collection of documents & Authorization to record conversation :**

The client authorizes the broker to give his documents etc. to his authorized person, information about the same may have been given by the client to the broker through letter / registered e.mail ID. The CLIENT agrees and hereby authorizes the Broker at its sole discretion and without any prior notice to him to record any conversation between Client and Broker. Such Electronic recording may be relied upon by the Broker as and when required to resolve disputes if any.

### **3. General Right of Lien & Indemnification by the Client to Broker for any claim & losses :**

The Client hereby authorizes the Broker to pledge / deposit his securities and funds given to the broker as margin, to Exchanges / Clearing Corporations / Clearing Members towards liability of the broker to exchanges in meeting his margin obligations. The Client hereby agrees that all monies, securities, or other property, which the Broker may hold on his account shall be held subject to a general lien for the discharge of the Client'S obligations to the Broker. In enforcing the lien the Broker shall have the sole discretion of determining the securities that are to be liquidated. Investment in securities carries risk and notwithstanding any recommendation made by the Broker the CLIENT will take buy/sell decisions at its sole discretion after evaluating such risks and shall not hold the Broker or any of its Directors, employees or representatives liable for any loss arising from such purchases/sales. The CLIENT will indemnify the Broker from any claim or losses arising from transaction in securities held jointly by the CLIENT with any other person or persons. Further the CLIENT shall indemnify and keep indemnified the Broker harmless from and against all claims, demands, actions, proceedings, loss, damages, liabilities, changes and/or expenses that are occasioned or may be occasioned to the Broker directly or indirectly, as a result of his/her/their dealing in securities, bad delivery of shares/securities and/or as a result of fake/forged/ stolen shares/securities/transfer documents that are introduced or that may be introduced by or through the CLIENT during the course of its dealings/operations on the Exchange.

### **4. Authority to Liquidate positions :**

The Client hereby agrees that if he fail to make payment of consideration to broker in respect of any one or more securities purchased by him before the pay-in date notified by the Exchange from time to time, broker shall be at liberty to sell the securities received in pay-out, in proportion to the amount not received, after taking into account any amount lying to his credit, by selling equivalent securities at any time on the Exchange. The Client agrees that the losses, if any, on account of the sale shall be to his account. The Client further agrees that in Futures & Options Segment of the exchanges and Currency Derivatives Segment of the exchanges , if his margin deposit (i.e. net of margin given and ledger balance in trading account) for his outstanding position in Futures & Options Segment of the exchanges and Currency Derivatives Segment of the exchanges at any given point of time, falls below his margin obligation to the Exchange, (i.e. sum of SPAN Margin, Exposure Margin & Additional Margin, if any) the broker would be at liberty to square off the outstanding positions in part or full without reverting back to the client. Further, the profit/loss arising out of the above shall be credited / debited to his account.

**5. Non- issuance of Trade Confirmation Slips, Settlement between depository and trading a/c & Imposition of demat charges :**

The Client agrees that since broker is issuing contract notes bearing order no., order time, trade no. & trade time on a daily basis, hence there is no requirement to issue any order / trade confirmation slips. Further, the client hereby authorizes the broker to adjust any debit balance of his depository account with his trading ledger account. Further, the Client agrees that broker will take charges for delivery made by them on his behalf as Demat Charges which can be debited to his ledger account.

**I have fully understood the above mentioned (Point No. 1 to 5) Operational Clauses, which are voluntary in nature & hereby gives our consent for accepting the same by putting a tick mark (✓)in the box provided hereunder against the Point no. as a token of our acceptance for the same and putting a cross mark (x) against the the Point no. as a token of our non acceptance.**

Point No. 1	<input type="checkbox"/>	
Point No. 2	<input type="checkbox"/>	
Point No. 3	<input type="checkbox"/>	
Point No. 4	<input type="checkbox"/>	
Point No. 5	<input type="checkbox"/>	

✓ \_\_\_\_\_  
Client Signature (with rubber stamp)  
(If Partner Corporate, or other Signatory, then attest with company seal)

Place :

Date :

**Voluntary information provided by the client in relation to the Prevention of Money Laundering Act, 2002**

Name of the Client : \_\_\_\_\_

If Business / Profession : Nature of business : \_\_\_\_\_

Industry : \_\_\_\_\_

Details of my/our Relatives, having account with **Salasar Stock Broking Ltd.** :

Name	Relationship	UCC (Client Code)
1.		
2.		
3.		
4.		

Details of the Corporate / Partnership Firm / Trust etc. where I/We am/are affiliated

Name	Entity Type	Nature of Business	Relationship	UCC (Client Code)
1.				
2.				
3.				
4.				

I/We hereby submit and agree to submit every year following documents to **Salasar Stock Broking Ltd.**, before the due date as prescribed by **Salasar Stock Broking Ltd.** :

1. Profit and Loss Account & Capital Account
2. Balance Sheet
3. Self attested copy of Income Tax Return (If return not available, I/we will furnish Form 16)
4. Copy of Form 16 in case of Salary Income
5. Any other document providing financial details of the client

I/We confirm that I/We will immediately inform **Salasar Stock Broking Ltd.** in case I/We am/are convicted under any grounds or any action is taken against me/us by any authority(ies).

I/We intend to invest in the stock market with :  Own Funds  Borrowed Funds

(If Borrowed Funds, then please specify below Sources of funds :)

Sources of Borrowed Funds (if any)	Amount (₹)

I/We hereby declare that I/We am/are beneficial owner of the Trading / On-line account opened with **Salasar Stock Broking Ltd.**, and that I/We am/are investing my/our own funds with **Salasar Stock Broking Ltd.**

✓ \_\_\_\_\_  
Client Signature Client's Name

**For Office use only :**

Risk categorisation of client as per PMLA, 2002 :  High Risk  Medium Risk  Low Risk

Verified by : \_\_\_\_\_

Authorised & Approved by : \_\_\_\_\_

**DECLARATION OF ULTIMATE BENEFICIAL OWNERSHIP**

(Mandatory For Non-Individuals)

Investor Name \_\_\_\_\_ PAN \_\_\_\_\_

**Part I - LISTED COMPANY / ITS SUBSIDIARY COMPANY [If applicable, Part II Not Applicable]**

We hereby declare that the Applicant/ Owner of the controlling interest in the applicant

- is a Company listed on a Stock Exchange
- is a majority-owned subsidiary of a Company listed on a Stock Exchange

Name of the holding/ parent company (with % share) \_\_\_\_\_

Name of such Listed Company (if not the Applicant itself) \_\_\_\_\_

Stock Exchange where listed \_\_\_\_\_ Security ISIN \_\_\_\_\_

**Part II - OTHER THAN LISTED COMPANY / ITS SUBSIDIARY COMPANY**

Name & Address of the Ultimate Beneficial Owner [UBO]	PAN or any other identification proof where PAN not applicable	Country of tax residency	% of beneficial interest in the Applicant	Whether Politically Exposed?	UBO Code (see instruction next page)
(1)					
(2)					
(3)					

If UBO is already KYC compliant, KYC complied proof to be enclosed. Else PAN or any other valid identity proof and address proof must be attached (self certified by the UBO and certified by the Applicant)

**Part III - DECLARATION**

<p>We understand that Salasar Stock Broking Ltd. is relying on this information for the purpose of determining the beneficial ownership of the account. We certify that the information we provided on this form is true and complete to the best of our knowledge and belief. We agree to submit a new form within 30 days if any information or certification on this form gets changed.</p>	<p align="center">_____                  Authorised Signatory [with seal]</p> <p>Date :                      Place :</p>
--	--

**In case the above information is not provided, it will be presumed that applicant is the ultimate beneficial owner, with no declaration to submit.**

## **GENERAL INFORMATION & INSTRUCTIONS**

As per SEBI Master Circular No. CIR/ISD/AML/3/2010 dated December 31, 2010 regarding Client Due Diligence policy, related circulars on anti-money laundering and SEBI circular No. CIR/MIRSD/2/2013 dated January 24, 2013, non-individuals and trusts are required to provide details of ultimate beneficiary owner [UBO] and submit appropriate proof of identity of such UBOs. The beneficial owner has been defined in the circular as the natural person or persons, who ultimately own control or influence a client and/or persons on whose behalf a transaction is being conducted, and includes a person who exercises ultimate effective control over a legal person or arrangement.

Ultimate Beneficiary Owner [UBO]:

### **A. For Investors other than individuals or trusts:**

- (i) The identity of the natural person, who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest. Controlling ownership interest means ownership of/entitlement to:
  - more than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
  - more than 15% of the capital or profits of the juridical person, where the juridical person is a partnership;
  - more than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.
- (ii) In cases where there exists doubt under clause (i) above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests, the identity of the natural person exercising control over the juridical person through other means like through voting rights, agreement, arrangements or in any other manner.
- (iii) Where no natural person is identified under clauses (i) or (ii) above, the identity of the relevant natural person who holds the position of senior managing official.

### **B. For Investors which is a trust:**

The identity of the settler of the trust, the trustee, the protector, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

### **C. Exemption in case of listed companies/foreign investors**

The client or the owner of the controlling interest is a company listed on a stock exchange, or is a majority-owned subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies Intermediaries dealing with foreign investors' viz., Foreign Institutional Investors, Sub Accounts and Qualified Foreign Investors, may be guided by the clarifications issued vide SEBI circular CIR/ MIRSD/ 11/2012 dated September 5, 2012, for the purpose of identification of beneficial ownership of the client.

### **UBO Code Description**

• UBO-1 : Controlling ownership interest of more than 25% of shares or capital or profits of the Applicant, where the Applicant is a company • UBO-2 : Controlling ownership interest of more than 15% of the capital or profits of the Applicant, where the Applicant is a partnership • UBO-3 : Controlling ownership interest of more than 15% of the property or capital or profits of the Applicant, where the Applicant is an unincorporated association or body of individuals • UBO-4 : Natural person exercising control over the Applicant through other means i.e., exercised through voting rights, agreement, arrangements or in any other manner [In cases where there exists doubt under UBO-1 to UBO-3 above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests] • UBO-5 : Natural person who holds the position of senior managing official [In case no natural person could be identified as above] • UBO-6 :The settler(s) of the trust • UBO-7 :Trustee(s) of the Trust • UBO-8 :The Protector(s) of the Trust [if applicable]. • UBO-9 :The beneficiaries with 15% or more interest in the trust if they are natural person(s) • UBO-10 : Natural person(s) exercising ultimate effective control over the Trust through a chain of control or ownership.

# FATCA/CRS DECLARATION FORM - FOR INDIVIDUAL

Applicant Name \_\_\_\_\_

**PART I - Please fill in the country for each of the following :**

1. Country of :
  - a) Birth \_\_\_\_\_ b) Citizenship \_\_\_\_\_
  - c) Residence for Tax Purposes \_\_\_\_\_
2. US Person\* :  Yes  No

**PART II - Please note :**

- a. If in all fields above, the country mentioned by you is India and if you do not have US person status, please proceed to **Part III** for signature.
- b. If for any of the above field, the country mentioned by you is not India and/or if your US person status is Yes, please provide the Tax Payer Identification Number (TIN) or functional equivalent\*\* as issued in the specific country in the table below :
  - i) TIN \_\_\_\_\_ Country of Issue \_\_\_\_\_
  - ii) TIN \_\_\_\_\_ Country of Issue \_\_\_\_\_
  - iii) TIN \_\_\_\_\_ Country of Issue \_\_\_\_\_
- a. In case any of the parameters in **Part I** indicates that you are a US person or a person resident outside of India for tax purpose and you do not have Taxpayer Identification Numbers/functional equivalent, please complete and sign the Self-Certification section given in **Part IV**.
- b. In case you are declaring US person status as 'No' but your Country of Birth is US, please provide document evidencing Relinquishment of Citizenship. If not available provide reasons for not having relinquishment certificate  
\_\_\_\_\_

Please also fill **Part IV** Self-Certification.

**PART III - Customer Declaration (Applicable for all customers)**

- (i) Under penalty of perjury, I/we certify that :
  1. The applicant is (i) an applicant taxable as a US person under the laws of the United States of America ("U.S.") or any state or political subdivision thereof or therein, including the District of Columbia or any other states of the U.S., (ii) an estate the income of which is subject to U.S. federal income tax regardless of the source thereof. **(This clause is applicable only if the account holder is identified as a US person)**
  2. The applicant is an applicant taxable as a tax resident under the laws of country outside India. **(This clause is applicable only if the account holder is a tax resident outside of India)**
- (ii) I/We understand that Salasar Stock Broking Ltd. is relying on this information for the purpose of determining the status of the applicant named above in compliance with FATCA/CRS. Salasar Stock Broking Ltd. is not able to offer any tax advice on CRS or FATCA or its impact on the applicant. I/we shall seek advice from professional tax advisor for any tax questions.
- (iii) I/We agree to submit a new form within 30 days if any information or certification on this form becomes incorrect.
- (iv) I/We agree that as may be required by domestic regulators/tax authorities Salasar Stock Broking Ltd. may also be required to report, reportable details to CBDT or close or suspend my account.
- (v) I/We certify that I/we provide the information on this form and to the best of my/our knowledge and belief the certification is true, correct, and complete including the taxpayer identification number of the applicant.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_ Date (DD/MM/YYYY) : \_\_\_\_\_

**PART IV - Self-Certification :**

To be filled only if-

- (a) Name of the country in Part I is other than India and TIN or functional equivalent is not available, or
- (b) US person is mentioned as Yes in Part I, and TIN is not available

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

---

Signature

Document Proof submitted (Please tick document being submitted)

Passport  Election Id Card  PAN Card  Driving License  UIDAI Letter  NREGA Job Card  Govt. Issued ID Card

---

**\* U.S. Person** means,

- (a) an individual, being a citizen or resident of the United States of America;
- (b) a partnership or corporation organized in the United States of America or under the laws of the United States of America or any State thereof;
- (c) a trust if,-
  - (i) a court within the United States of America would have authority under applicable law to render orders or judgments concerning substantially all issues regarding administration of the trust; and
  - (ii) one or more U.S. persons have the authority to control all substantial decisions of the trust; or
- (d) an estate of a decedent who was a citizen or resident of the United States of America;

**\*\* Functional Equivalent of TIN**

Many countries do not issue TIN to their taxpayers. However, such countries issue some other high integrity number with an equivalent level of identification (a functional equivalent). Examples of such numbers are-

- Social Security Number
- National Insurance Number
- Citizen Or Personal Identification Code Or Number
- Resident Registration Number

## FATCA/CRS DECLARATION FORM - FOR NON-INDIVIDUAL

Applicant Name \_\_\_\_\_

### PART I

A. Is the account holder a Government body/International Organization/listed company on recognized stock exchange:

Yes  No

*If "No", then proceed to point B. If "yes" please specify name of stock exchange, if you are listed company \_\_\_\_\_ and proceed to sign the declaration.*

B. Is the account holder a (Entity/Financial Institution) tax resident of any country other than India :  Yes  No

*If "yes", then please fill of FATCA/ CRS Self certification Form. If "No", proceed to point C.*

C. Is the account holder an Indian Financial Institution :  Yes  No

*If "yes", please provide your GIIN, if any \_\_\_\_\_. If "No", proceed to point D.*

D. Are the Substantial owners or controlling persons in the entity or chain of ownership resident for tax purpose in any country outside India or not an Indian citizen :  Yes  No

*If "yes", (then please fill FATCA/ CRS self-certification form)). If "No", proceed to sign the declaration.*

### CUSTOMER DECLARATION

( ) Under penalty of perjury, I/we certify that :

1. The applicant is:

(i) An applicant taxable as a US person under the laws of the United States of America ("U.S.") or any state or political subdivision thereof or therein, including the District to Columbia or any other states of the U.S.,

(ii) An estate the income of which is subject to U.S. federal income tax regardless of the source thereof. **(This clause is applicable only if the account holder is identified as a US person)**

2. The applicant is an applicant taxable as a tax resident under the laws of country outside India.

(i) I/We understand that Salasar Stock Broking Ltd. is relying on this information for the purpose of determining the status of the applicant named above in compliance with FATCA/CRS. Salasar Stock Broking Ltd. is not able to offer any tax advice on FATCA/CRS or its impact on the applicant. I/we shall seek advice from professional tax advisor for any tax questions.

(ii) I/We agree to submit a new form within 30 days if any information or certification on this form becomes incorrect.

(iii) I/We agree that as may be required by domestic regulators/tax authorities Salasar Stock Broking Ltd. may also be required to report, reportable details to CBDT or close or suspend my account.

(iv) I/We certify that I/we provide the information on this form and to the best of my/our knowledge and belief the certification is true, correct, and complete including the taxpayer identification number of the applicant.

Name of the Entity \_\_\_\_\_

Signature 1 \_\_\_\_\_ Signature 2 \_\_\_\_\_

Signature 3 \_\_\_\_\_ ( As per MOP)

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

**PART II**

**Self-Certification Form (Entity) for Foreign Account Tax Compliance Act (“FATCA”) and Common Reporting Standards(CRS)**

**Section 1 : Entity information**

Name of Entity \_\_\_\_\_

Customer id (if existing) \_\_\_\_\_ Entity Constitution Type \_\_\_\_\_

Entity Identification type :  Tax Identification Number (TIN)  US GIIN  Company Identification Number  
 Global Entity Identification Number (EIN)  Other

Entity Identification No. \_\_\_\_\_

Entity Identification issuing country \_\_\_\_\_ Country of Residence for tax purpose \_\_\_\_\_

**Section 2 : Classification of Non-Financial entities**

I/We (on behalf of the entity) certify that the entity is:

a) An entity incorporated and taxable in US (Specified US person) :  Yes  No

*If “Yes”, please provide your U.S. Taxpayer Identification Number (TIN) \_\_\_\_\_*

b) An entity incorporated and taxable outside of India (other than US) :  Yes  No

*If “Yes”, please provide your TIN or its functional equivalent \_\_\_\_\_*

*Provide your TIN issuing country \_\_\_\_\_*

c) *Please provide the following additional details if you are not a Specified US Person :*

**FATCA / CRS classification for Non-financial entities (NFFE)**

Active NFFE  Passive NFFE without any controlling Person

Passive NFFE with Controlling Person(s) : US  Others

Direct Reporting NFFE (Choose this if any entity has registered itself for direct reporting for FATCA and thus Salasar Stock Broking Ltd. is not required to do the reporting)

Please provide GIIN number : \_\_\_\_\_

**Section 3 : Classification of financial institutions (including Banks)**

I/We (on behalf of the entity) certify that the entity is :

a. An entity is a U.S. financial institution :  Yes  No

*If “Yes”, (i) Please provide your Taxpayer Identification Number (TIN)*

*(ii) Please provide GIIN, if any \_\_\_\_\_*

*If “No”, please tick one of the following boxes below :*

**FATCA classification**

**Please provide the Global Intermediary Identification number (GIIN) or other information where**

Reporting Foreign Financial Institution in a Model 1 Inter-Governmental Agreement (“IGA”) Jurisdiction

\_\_\_\_\_

Reporting Foreign Financial Institution in a Model 2 IGA Jurisdiction

\_\_\_\_\_

Participating FFI in a Non-IGA Jurisdiction

\_\_\_\_\_

Non-reporting FI

\_\_\_\_\_

Non-Participating FI

\_\_\_\_\_

Owner-Documented FI with specified US owners

\_\_\_\_\_

**Section 4 : Controlling person declaration**

If you are classified as “Passive NFFE with Controlling Person(s)” or “Owner documented FFI” or “Specified US person”, please provide the following details:

Name of controlling person	Correspondence Address	Country of residence for tax purpose	TIN	TIN issuing country	Controlling person type

Details	Controlling person 1	Controlling person 2	Controlling person 3	Controlling person 4	Controlling person 5
Identification Type					
Identification Number					
Occupation Type					
Occupation					
Birth Date					
Nationality					
Country of Birth					

**Section 5 : Declaration**

- (i) Under penalty of perjury, I/we certify that :
  1. The number shown on this form is the correct taxpayer identification number of the applicant, and
  2. The applicant is (i) an applicant taxable as a US person under the laws of the United States of America (“U.S.”) or any state or political subdivision thereof or therein, including the District of Columbia or any other states of the U.S., (ii) an estate the income of which is subject to U.S. federal income tax regardless of the source thereof, or
  3. The applicant is an applicant taxable as a tax resident under the laws of country outside India.
- (ii) I/We understand that Salasar Stock Broking Ltd. is relying on this information for the purpose of determining the status of the applicant named above in compliance with CRS/FATCA. Salasar Stock Broking Ltd. is not able to offer any tax advice on CRS or FATCA or its impact on the applicant. I/we shall seek advice from professional tax advisor for any tax questions.
- (iii) I/We agree to submit a new form within 30 days if any information or certification on this form gets changed.
- (iv) I/ We agree as may be required by Regulatory authorities, Salasar Stock Broking Ltd. shall be required to comply to report, reportable details to CDBT or close or suspend my account.
- (v) I/We certify that I/we provide the information on this form and to the best of my/our knowledge and belief the certification is true, correct and complete including the tax payer identification number of the applicant.

**I/We hereby confirm that details provided are accurate, correct and complete**

Authorized Signatories and Company Seal (if applicable)

Name \_\_\_\_\_

Date (DD/MM/YYYY) \_\_\_\_\_

## **ANTI-MONEY LAUNDERING (AML) – COMBATING FINANCING OF TERRORISM (CFT) WHAT YOU MUST KNOW – FAQs**

Help us in preventing money laundering / terrorist financing.....Your assistance really matters us.

Ever wondered why the Broker is asking you certain personal information which has hitherto never been called for? Such information can include documents evidencing source of funds/ income tax returns/ bank records etc. By providing this information to the Broker, at the time of account opening and subsequently as and when required, you are actually assisting the efforts in prevention of money laundering / terrorist financing. Here are the details, presented in the form of frequently asked questions (FAQs) to let you know how.

### **What is Money Laundering?**

Money Laundering is the process by which criminals attempt to hide and disguise the true origin and ownership of the proceeds of their criminal activities, thereby avoiding prosecution, conviction and confiscation of the criminal funds. The term Money Laundering is also used when the funds are used for terrorist financing, though the origin of the funds may be legitimate.

Money-laundering has acquired a global character that not only threatens security, but also compromises the stability, transparency, and efficiency of financial systems. Money-laundering techniques are becoming more sophisticated and complex with each passing day.

The objective of AML & CFT Program is to prevent financial intermediaries from being used as a tool for the purpose of Money laundering & terrorist financing and to preserve the integrity of the Financial system.

In response to mounting concern over money laundering, the Financial Action Task Force on money laundering (FATF) was established by the G-7 Summit in Paris in 1989 to develop a co-ordinated international response. One of the first tasks of the FATF was to develop Recommendations, 40 in all, which set out the measures national governments should take to implement effective anti-money laundering programmes.

### **How much money is laundered per year?**

The IMF has stated in 1996 that the aggregate size of money laundering in the world could be somewhere between two and five percent of the world's gross domestic product.

Using 1996 statistics, these percentages would indicate that money laundering ranged between USD 590 billion and USD 1.5 trillion. However it must be said that overall it is absolutely impossible to produce a reliable estimate of the amount of money laundered and therefore the FATF does not publish any figures in this regard.

### **How is money laundered?**

In the initial - or placement - stage of money laundering, the launderer introduces his illegal profits into the financial system. This might be done by breaking up large amounts of cash into less conspicuous smaller sums that are then deposited directly into a bank account, or by purchasing a series of monetary instruments (cheques, money orders, etc.) that are then collected and deposited into accounts at another location.

After the funds have entered the financial system, the second – or layering – stage takes place. In this phase, the launderer engages in a series of conversions or movements of the funds to distance them from their source. The funds might be channelled through the purchase and sales of investment instruments, or the launderer might simply wire the funds through a series of accounts at various banks across the globe. This use of widely scattered accounts for laundering is especially prevalent in those jurisdictions that do not co-operate in anti-money laundering investigations. In some instances, the launderer might disguise the transfers as payments for goods or services, thus giving them a legitimate appearance.

Having successfully processed his criminal profits through the first two phases the launderer then moves them to the third stage – integration – in which the funds re-enter the legitimate economy. The launderer might choose to invest the funds into real estate, luxury assets, or business ventures.

### **Where does money laundering occur?**

Money laundering can occur practically anywhere in the world. Generally, money launderers tend to seek out countries or sectors in which there is a low risk of detection due to weak or ineffective anti-money laundering programmes.

### **How does money laundering affect business, economic development & society at large?**

Money laundering damages the integrity of the financial institution, entire society and undermines democracy and the rule of the law as it rewards corruption and crime.

There is a damping effect on foreign direct investment when a country's commercial and financial sectors are perceived to be subject to the control and influence of organised crime. Fighting money laundering and terrorist financing is therefore a part of creating a business friendly environment which is a precondition for lasting economic development.

The possible social and political costs of money laundering, if left unchecked or dealt with ineffectively, are serious. Organised crime can infiltrate financial institutions, acquire control of large sectors of the economy through investment, or offer bribes to public officials and indeed governments.

The economic and political influence of criminal organisations can weaken the social fabric, collective ethical standards, and ultimately the democratic institutions of society.

### **How does fighting money laundering help fight crime?**

Targeting the money laundering aspect of criminal activity and depriving the criminal of his ill-gotten gains means hitting him where he is vulnerable. Without a usable profit, the criminal activity will not continue.

### **What should individual governments be doing about it?**

A great deal can be done to fight money laundering, and, indeed, many governments have already established comprehensive anti-money laundering regimes. These regimes aim to increase awareness of the phenomenon – both within the government and the private business sector – and then to provide the necessary legal or regulatory tools to the authorities charged with combating the problem.

Some of these tools include making the act of money laundering a crime; giving investigative agencies the authority to trace, seize and ultimately confiscate criminally derived assets; and building the necessary framework for permitting the agencies involved to exchange information among themselves and with counterparts in other countries.

### **What are Local regulations on AML/CFT?**

- a) Prevention of Money Laundering Act, 2002 (PMLA) came in to force with effect from July 01, 2005 read with the prevention of Money Laundering (Amendment) Act, 2009.
- b) SEBI Guidelines on PMLA vide circular issued in January 2006 followed by latest Master circular issued in February 2010.
- c) Exchanges have also issued Guidelines on PMLA to be followed by all registered intermediary.

### **How is Money Laundering defined under PMLA 2002?**

Section 3 of the Prevention of Money Laundering Act (PMLA) 2002 defines the “Offence of Money Laundering” as:

“Whosoever directly or indirectly attempts to indulge or knowingly assists or knowingly is party or is actually involved in any process or activity connected with the **proceeds of crime** and projecting it as untainted property shall be guilty of the offence of money laundering.”

“**Proceeds of crime**” has been defined in Section 2 of the PMLA as the property derived or obtained directly or indirectly by any person, as a result of criminal activity relating to a scheduled offence or the value of such property.

“**Scheduled Offences**”, as per section 2 of PMLA, are specified in two parts of the schedule to PMLA. The value involved in offences specified in Part B should be Rs.30 lakhs or more.

### **Why KYC/AML Policy for Market Intermediary?**

SEBI has instructed all Market Intermediary to adopt a KYC/AML Policy

- a) To prevent criminal elements from using the Capital Market for money laundering activities
- b) To enable the Broker to know/understand the customers and their financial dealings better, which in turn would help the Broker to manage risks prudently.
- c) To put in place appropriate controls for detection and reporting of suspicious activities in accordance with applicable laws/laid down procedures.
- d) To comply with applicable laws and regulatory guidelines.
- e) To take necessary steps to ensure that the concerned staff is adequately trained in KYC/AML procedures.

### **What are the obligations of Market Intermediary under PMLA 2002?**

Section 12 of PML Act 2002, places certain obligations on every banking company, financial institution and market intermediary, which include:

- a) Maintaining a record of prescribed transactions.
- b) Furnishing information of prescribed transactions to the specified authority (Financial Intelligence Unit-India (FIU-IND)).
- c) Verifying and maintaining records of the identity of its clients.
- d) Preserving records in respect of a,b,c above, for a period of 10 years from the date of cessation of transactions with the clients.

### What is Financial Intelligence Unit-India (FIU-IND)?

FIU-IND is a central, national agency, set up by Government of India on 18th November,2004, responsible for receiving (and as permitted, requesting), analyzing and disseminating to the competent authorities, disclosures of financial information (i) Concerning suspected proceeds of crime and potential financing of terrorism, or (ii) Required by national legislation or regulation, in order to combat money laundering and terrorist financing.

### What are the transactions to be reported by Market Intermediary to FIU-IND?

- a) All cash transactions of the value of more than Rs.10 lakhs or its equivalent in foreign currency.
- b) All series of cash transactions integrally connected to each other, which have been valued below Rs.10 lakhs or its equivalent in foreign currency (excluding individual transactions below Rs.50,000/- in the reporting) where such series of transactions have taken place within a month and the aggregate value of such transactions exceeds Rs.10 lakhs.
- c) Counterfeit currency transactions.
- d) Suspicious transactions.

### What are suspicious transactions?

Rule 2(1)(g) of PMLA-2002 defines suspicious transactions as:

A transaction whether or not made in cash which, to a person acting in good faith-

- (a) gives rise to a reasonable ground of suspicion that it may involve the proceeds of crime; or
- (b) appears to be made in circumstances of unusual or unjustified complexity; or
- (c) appears to have no economic rationale or bonafide purpose; or
- (d) gives rise to a reasonable ground of suspicion that it may involve financing of activities relating to terrorism.

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## POLICY/DECLARATION ON AML/CFL

Sl.No.	AML Measures	Particulars
1	AML Policy	We have in place written policy & procedure as per guidelines issued by SEBI/ Exchange / FIU-IND
2	Know Your Customer (KYC)	We have in place system for identification of our clients including KYC documentation.
3	Maintenance of Records	We update the client profile on a regular basis.
4	Screening against negative lists	We have in place record maintenance and retention procedures as prescribed. We screen the client database to ensure that it is not held by or linked to anyone included in the specified list.
5	Risk Assessment	We have in place system to place clients into high, medium & low risk category and apply enhanced due diligence for clients that pose a higher risk.
6	Clients of Special Category	We have in place policy to place clients of special category such as persons with political link, non residents, Trusts, NGOs, closely held Companies, etc. in high risk category.
7	Monitoring, Identification & Reporting of Suspicious Transactions	We have in place, systems and procedures for monitoring, detection and reporting of suspicious transactions to the relevant authorities.

## OTHER INFORMATIONS

Sl. No.	Particulars	Details
1.	Additional DP Statement (if any)	Yes / No
2.	Client signature taken, missing if any	Yes / No
3.	E-mail ID given or not	Yes / No
4.	Phone No. given or not	Yes / No
5.	Discrepancies, informed by Account Opening Team, communicated to the client	Yes / No
6.	Discrepancies Solved	Yes / No
7.	If no, details of the above	
8.	Risk categorisation of client as per PMLA, 2002	High risk / Medium risk / Low risk

Dated : \_\_\_\_\_

From :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To  
**SALASAR STOCK BROKING LTD.**  
Mukti Chambers  
4A, Clive Row  
Kolkata - 700 001

**Ref. : Acknowledgement for the receipt of documents**

Dear Sir,

This is to acknowledge and declare that

- I/We have received a photocopy of the KYC (full booklet), duly executed with you, to my/our satisfaction including my / our Unique Client Code (Trading Code).
- I/We have ( Physically  Electronically) received, read and understood the Rights & Obligations, Risk Disclosure Documents, Guidance Note.
- I/We have received, read and understood the Policies and Procedures and other documents executed by me.
- The email id noted with you (for ECN and other purposes) is correct.

Thanking you,

Yours truly,

✓ \_\_\_\_\_

Signature of the Client

Client Code \_\_\_\_\_