



Sl. No.



Adding pace to your wealth

## COMMODITY MARKET



## Client Registration Form

### Pace Commodity Brokers Pvt. Ltd.

Member - National Commodity & Derivatives Exchange Ltd. (NCDEX)  
Multi Commodity Exchange of India Ltd. (MCX)

For : ☐ Individual ☐ Corporate ☐ HUF ☐ Proprietorship Firm ☐ Others

Branch Code	
Branch Name	
Client Name	
Client Code (UCC)	
Date of Registration	



Adding pace to your wealth

## **Pace Commodity Brokers Pvt. Ltd.**

**Member : Multi Commodity Exchange of India Ltd. (MCX)**

Membership No.: 8850 • SEBI Regn. No.: INZ000037932

**Member : National Commodity & Derivatives Exchange Ltd. (NCDEX)**

Membership No.: 00031 • SEBI Regn. No.: INZ000037932

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**Regd. Office :** J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

**Delhi Office :** C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Phone : 011-49022222 Fax : 011-26105823

E-mail : admin@pacefin.com

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### ***Director***

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Ph.: 011-49022211

Email : atulgoel@pacefin.com

**Mr. AMIT GOEL**

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### ***Compliance Officer***

**Mr. NITIN KUMAR GARG**

Ph.: 011-49022282

Email : nitingarg@pacefin.in

For any grievance/dispute please contact **PACE COMMODITY BROKERS PVT. LTD.** at the above address or email id- info@pacefin.com and Phone No. +91-11-49022222. In case not satisfied with the response, please contact the concerned exchange(s) at (NCDEX) askus@ncdex.com and Phone No. +91-22-66406084, 66473201, (MCX) grievance@mcxindia.com and Phone No. +91-22-67318888.

You can also lodge your grievance with SEBI at <http://scores.gov.in>. for any queries. Feedback or assistance, please contact SEBI Office on Toll Free Helpline at 1800 22 7575 / 1800 266 7575.

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

1. Self attested copy of PAN card and AADHAAR card are mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in commodity derivatives on behalf of company/firm/others.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a regional language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA/FIPB & other statutory guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted alongwith other statutory approvals required for investment in commodities.
10. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
3. Identity card issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

### C. Proof of Address (POA):- List of documents admissible as Proof of Address:

(\*Documents having an expiry date should be valid on the date of submission.)

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook -- Not more than 3 months old.
4. 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.
5. 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.
6. The proof of address in the name of the spouse may be accepted.

### D. Exemptions/clarifications to PAN

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

1. Transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim (subject to the continued exemption granted by Government).

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

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

**F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:**

<b>Types of entity</b>	<b>Documentary Requirements</b>
<b>Corporate</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control-either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in commodity market.</li> <li>• Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in commodity derivatives on behalf of company/firm/others and their specimen signatures.</li> </ul>
<b>Partnership Firm</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• Copy of Trust deed. List of trustees certified by managing trustees/CA.</li> <li>• List of trustees certified by managing trustees/CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank pass-book/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

**G. Proof of Financial Details - 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.

## INDEX OF DOCUMENTS

### MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES

S.No.	Name of the Document	Brief Significance of the Document	Page No.
1.	KYC / Account Opening Form	KYC Form - Document captures the basic information about the constituent and an instruction/check list.	1-10
2.	Uniform Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the commodities market.	11-13
3.	Rights and Obligations of Members, Authorized Persons and Clients.	Document stating the Rights & Obligations of member, Authorized Person and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	14-20
4.	Guidance Note-Do's and Don'ts for the clients	Guidance Note for dealing in commodities market.	21-22
5.	Policies and Procedures	Document describing significant policies and procedures of the commodity broker.	23-26
6.	Tariff Sheet	Document detailing the rate/amount of brokerage and other charged levied on the client for trading on the Commodity Exchange(s).	27
7.	Disclosure Information	Pro-Account Disclosure Information	27

### NON-MANDATORY DOCUMENTS AS PROVIDED BY THE MEMBER

S.No.	Name of the Document	Brief Significance of the Document	Page No.
1.	Running Account Authorisation	Running Account Authorisation	28
2.	Appendix - A Electronic Contact Note (ECN)	Document to authorize to send all contract note/bills, statement of account/ ledger in digital/electronic form on designated email id by client.	29
3.	Letter of Authority	To enable the trading member to act upon the clause mentioned in the letter of authority.	30
4.	For Registration and Verification of Mobile No. and E-mail Address	SMS & E-mail alerts to the clients given by the Exchanges.	31
5.	Request for Trading in Commodity Forward Contracts/ Commodity Derivatives on all Exchanges	Documents detailing the rules regarding the Net open permission permitted in any Commodity.	32
6.	Adjustment in Different Exchanges / Accounts	Declaration for Adjustment of Balance in Different Exchanges and for being abide by the Rules, Bye-laws, regulations and Circulars of the Exchanges.	32
7.	Verbal Order Acceptance Authorisation	To enable the trading member to accept verbal orders	33
8.	Declaration by the User	Declaration for being abide by the rules, bye-laws, regulations and Circulars of the Exchange	33
9.	Joint Bank Account Authorisation	Authorisation in case of joint Bank Account	34
10.	Letter of Confirmation	Letter confirming the details available on trading member website	34
11.	Trading Authorisation	Authorisation to somebody else to place orders	35
12.	Client Position Authorisation	Authorisation to trading member to not to close out client's position at its discretion	35
13.	Client Defaulter Declaration	Declaration for being not involved in any Terrorist activity and not declared and Defaulter by SEBI/Various Exchanges/Regulatory Body/CIBIL etc.	36
14.	Declaration for Name Mismatch	For authorizing the payout as per the enclosed Bank proof.	36
15.	Retention of Additional Funds	Retention of Additional Funds	36
16.	Authorisation to send documents Electronically	Authorisation to send contract note, statement of funds & commodities, client registration documents etc. Electronically	37
17.	Declaration for Signature Mismatch	Declaration for Signature Mismatch	37
18.	Client Undertaking for Prevention of Money Laundering	Client Undertaking for Prevention of Money Laundering	38
19.	Declaration for Mobile & E-mail id of relative	Declaration for Mobile & E-mail id of relative	38
20.	For Consideration of Margin in Relative's Accounts	For Consideration of Margin in Relative's Accounts	39
21.	Addendum to the Client Registration Form/Key Information	Information regarding prevention of money laundering	39
22.	FATCA & CRS Declaration	FATCA & CRS Declaration for Individual & Non-Individual	41-43
23.	Declaration by Karta & All the Co-Parceners	Declaration by Karta & all the Co-Parceners of HUF.	44

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

**General Instructions:**

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

**A Clarification / Guidelines on filling 'Personal Details' section**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Provide KYC number of related person if available.

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

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





☐ 4.2 CORRESPONDENCE / LOCAL ADDRESS DETAILS \* (Please see instruction E at the end)☐ Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Line 1*																	
Line 2																	
Line 3																	
District*						Pin / Post Code*						State / U.T Code*			ISO 3166 Country Code*		

☐ 4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES\* (Applicable if section 2 is ticked)☐ Same as Current / Permanent / Overseas Address details☐ Same as Correspondence / Local Address details

Line 1*																				
Line 2																				
Line 3																				
State*						ZIP / Post Code*						City / Town / Village*						ISO 3166 Country Code*		

☐ 5. CONTACT DETAILS (All communications will be sent on provided Mobile no. / Email-ID) (Please refer instruction F at the end)

Tel. (Off)						Tel. (Res)						Mobile									
FAX						Email ID															

☐ 6. DETAILS OF RELATED PERSON (In case of additional related persons, please fill 'Annexure B1') (please refer instruction G at the end)☐ Addition of Related Person☐ Deletion of Related Person

KYC Number of Related Person (if available\*)

Related Person Type\*

☐ Guardian of Minor☐ Assignee☐ Authorized Representative

Name\*

Prefix

First Name

Middle Name

Last Name

(If KYC number and name are provided, below details of section 6 are optional)

## PROOF OF IDENTITY [Pol] OF RELATED PERSON\* (Please see instruction (H) at the end)

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

☐ 7. REMARKS (If any)


## 8. APPLICANT DECLARATION

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

I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date : DD - MM - YYYY

Place :

 (1)

[Signature / Thumb Impression]

Signature / Thumb Impression of Applicant

## 9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☒ Certified Copies ☒ IPV Done

## KYC / IN-PERSON VERIFICATION CARRIED OUT BY

Date	DDMMYY										Place					
Emp. Name																
Emp. Code																
Emp. Designation																
Emp. Branch																

[Employee Signature]

## INSTITUTION DETAILS

Name PACE COMMODITY BROKERS PRIVATE LIMITED

Code IN0582

[Institution Stamp]



## ANNEXURE 1 (PART - I)

## KNOW YOUR CLIENT (KYC) Application Form - For Individuals

☐ NEW ☐ CHANGE REQUEST (Please tick ✓ the appropriate)

Please fill this form in ENGLISH and in BLOCK LETTERS

(Please tick ✓ the box on left margin of appropriate row where CHANGE/CORRECTION is required and provide the details in the corresponding row)

Acknowledgement No.

**A** IDENTITY DETAILS

- ☐ 1. Name of the Applicant \_\_\_\_\_
- ☐ 2. Father's / Spouse Name \_\_\_\_\_
- ☐ 3a. Gender ☐ Male ☐ Female 3b. Marital status ☐ Single ☐ Married 3c. Date of Birth
- ☐ 4a. Nationality ☐ Indian ☐ Other (Please specify) \_\_\_\_\_
- ☐ 4b. Status ☐ Resident Individual ☐ Non Resident ☐ Foreign National
- ☐ 5a. Permanent Account Number (PAN)
- ☐ 5b. Unique Identification Number (UID) / Aadhaar, if any: \_\_\_\_\_
- ☐ 6. Specify Proof of Identity submitted ☐ PAN card ☐ Other (Please specify) \_\_\_\_\_

## PHOTOGRAPH

Please affix  
your recent passport  
size photograph and  
sign across it

**B** ADDRESS DETAILS

- ☐ 1. Residence / Correspondence Address \_\_\_\_\_  
\_\_\_\_\_  
City / Town / Village \_\_\_\_\_ Pin Code \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_
- ☐ 2. Specify the Proof of Address submitted for Residence / Correspondence Address: \_\_\_\_\_
- ☐ 3. Contact Details  
Tel. (Off.) \_\_\_\_\_ Fax \_\_\_\_\_  
Tel. (Res.) \_\_\_\_\_ Mobile No \_\_\_\_\_  
E-Mail Id. \_\_\_\_\_
- ☐ 4. Permanent Address (If different from above or overseas address, mandatory for Non-Resident Applicant)  
\_\_\_\_\_  
\_\_\_\_\_  
City / Town / Village \_\_\_\_\_ Pin Code \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_
- ☐ 5. Specify the Proof of Address submitted for Permanent Address: \_\_\_\_\_

**C** DECLARATION

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

Date       (2)

Signature of the Applicant

## FOR OFFICE USE ONLY

## In Person Verification (IPV) Details:

Name of the person who has done the IPV: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Name of the Organization: Pace Commodity Brokers Pvt. Ltd.

Date of IPV:      

Signature of the person who has done the IPV

Seal/Stamp of the Intermediary

☐ Originals Verified & Self Attested Document copies receivedDate       Place : \_\_\_\_\_

Signature of the Authorised Signatory

## INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

**A. IMPORTANT POINTS:**

- Self attested copy of PAN card is mandatory for all clients.
- 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.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- If correspondence & permanent address are different, then proofs for both have to be submitted.
- Sole proprietor must make the application in his individual name & capacity.
- 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.
- For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- 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.
- Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

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

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

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

- Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale

**F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below :**

Types of entity	Documentary Requirements
<b>Corporate</b>	<ul style="list-style-type: none"> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>Photograph, POI, POA, PAN of individual promoters holding control-either directly or indirectly.</li> <li>Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>Copy of the Board Resolution for investment in securities market.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Partnership Firm</b>	<ul style="list-style-type: none"> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Certificate of registration (for registered partnership firms only).</li> <li>Copy of partnership deed.</li> <li>Authorized signatories list with specimen signatures.</li> <li>Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<ul style="list-style-type: none"> <li>Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>Certificate of registration (for registered trust only). Copy of Trust deed.</li> <li>List of trustees certified by managing trustees/CA.</li> <li>Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>PAN of HUF.</li> <li>Deed of declaration of HUF/ List of coparceners.</li> <li>Bank pass-book/bank statement in the name of HUF.</li> <li>Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Unincorporated association or a body of individuals</b>	<ul style="list-style-type: none"> <li>Proof of Existence/Constitution document.</li> <li>Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Banks/Institutional Investors</b>	<ul style="list-style-type: none"> <li>Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Foreign Institutional Investors (FII)</b>	<ul style="list-style-type: none"> <li>Copy of SEBI registration certificate.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/Government Bodies</b>	<ul style="list-style-type: none"> <li>Self-certification on letterhead.</li> <li>Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>Copy of Registration Certificate under Societies Registration Act.</li> <li>List of Managing Committee members.</li> <li>Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

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

- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- Bank Account Statement/Passbook - Not more than 3 months old.
- Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- 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.
- 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.
- For FII/sub account Power of Attorney given by FII/sub account to the Custodians (which are duly notarized and/or apostiled or consularised) that gives the registered address should be taken.
- The proof of address in the name of the spouse may be accepted.

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

- 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.
- Investors residing in the state of Sikkim.
- UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- SIP of Mutual Funds upto Rs 50, 000/- p.a.
- In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

- 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).
- 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.

## ANNEXURE 1 (PART - I)

## KNOW YOUR CLIENT (KYC) Application Form - For Non Individuals

☐ NEW ☐ CHANGE REQUEST (Please tick ✓ the appropriate)

Please fill this form in ENGLISH and in BLOCK LETTERS

(Please tick ✓ the box on left margin of appropriate row where CHANGE/CORRECTION is required and provide the details in the corresponding row)

Acknowledgement No.

**A** IDENTITY DETAILS

☐ 1. Name of the Applicant \_\_\_\_\_

☐ 2a. Date of Incorporation       2b. Place of Incorporation \_\_\_\_\_

☐ 3. Date of commencement of business

☐ 4a. Permanent Account Number (PAN)

☐ 4b. Registration No. (e.g. CIN) \_\_\_\_\_

☐ 5. Status (Please tick any one)

<input type="checkbox"/> Private Limited Co.	<input type="checkbox"/> Public Ltd. Co.	<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust	<input type="checkbox"/> Charities
<input type="checkbox"/> NGO's	<input type="checkbox"/> FI	<input type="checkbox"/> FII	<input type="checkbox"/> HUF	<input type="checkbox"/> AOP	<input type="checkbox"/> Bank
<input type="checkbox"/> Government Body	<input type="checkbox"/> Non-Govt. Organization	<input type="checkbox"/> Defense Establishment	<input type="checkbox"/> BOI	<input type="checkbox"/> Society	<input type="checkbox"/> LLP
<input type="checkbox"/> FPI - Category I	<input type="checkbox"/> FPI - Category II	<input type="checkbox"/> FPI - Category III	<input type="checkbox"/> Others (Please specify)		

**B** ADDRESS DETAILS

☐ 1. Address for Correspondence \_\_\_\_\_

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

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

☐ 2. Specify the Proof of Address submitted for Correspondence Address: \_\_\_\_\_

☐ 3. Contact Details

Tel. (Off.) \_\_\_\_\_ Fax \_\_\_\_\_

Tel. (Res.) \_\_\_\_\_ Mobile No \_\_\_\_\_

E-Mail Id. \_\_\_\_\_

☐ 4. Registered Address (If different from above) \_\_\_\_\_

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

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

☐ 5. Specify the Proof of Address submitted for Registered Address: \_\_\_\_\_

**C** OTHER DETAILS If space is insufficient, enclosed these details separately (illustrative format enclosed)

☐ 1. Name, PAN, Residential Address and photographs of Promoters/Partners/Karta/Trustees and whole time directors : \_\_\_\_\_

☐ 2a. DIN of Whole time directors : \_\_\_\_\_

☐ 2b. AADHAAR number of Promoters/Partners/Karta : \_\_\_\_\_

**D** DECLARATION

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/ we are aware that I/we may be held liable for it.

Date       (2)

Name &amp; Signature of the Authorised Signatory(ies)

## FOR OFFICE USE ONLY

## In Person Verification (IPV) Details:

Name of the person who has done the IPV: \_\_\_\_\_

Designation: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Name of the Organization: **Pace Commodity Brokers Pvt. Ltd.**Date of IPV:      

Signature of the person who has done the IPV \_\_\_\_\_

Seal/Stamp of the Intermediary

☐ Originals Verified & Self Attested Document copies receivedDate       Place : \_\_\_\_\_

Signature of the Authorised Signatory

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

1. Name \_\_\_\_\_

2. Relationship with Applicant (i.e. promoters, whole time directors etc.) \_\_\_\_\_

3a. PAN  3b. DIN

3c. Aadhaar (UID) Number \_\_\_\_\_

4. Residential/ Registered Address \_\_\_\_\_  
 \_\_\_\_\_ City / Town / Village \_\_\_\_\_  
 Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

5. Tel. / Mobile No. \_\_\_\_\_ ☐ PEP ☐ Related to a PEP

**PHOTOGRAPH**

Please affix  
your recent passport  
size photograph and  
sign across it

1. Name \_\_\_\_\_

2. Relationship with Applicant (i.e. promoters, whole time directors etc.) \_\_\_\_\_

3a. PAN  3b. DIN

3c. Aadhaar (UID) Number \_\_\_\_\_

4. Residential/ Registered Address \_\_\_\_\_  
 \_\_\_\_\_ City / Town / Village \_\_\_\_\_  
 Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

5. Tel. / Mobile No. \_\_\_\_\_ ☐ PEP ☐ Related to a PEP

**PHOTOGRAPH**

Please affix  
your recent passport  
size photograph and  
sign across it

1. Name \_\_\_\_\_

2. Relationship with Applicant (i.e. promoters, whole time directors etc.) \_\_\_\_\_

3a. PAN  3b. DIN

3c. Aadhaar (UID) Number \_\_\_\_\_

4. Residential/ Registered Address \_\_\_\_\_  
 \_\_\_\_\_ City / Town / Village \_\_\_\_\_  
 Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

5. Tel. / Mobile No. \_\_\_\_\_ ☐ PEP ☐ Related to a PEP

**PHOTOGRAPH**

Please affix  
your recent passport  
size photograph and  
sign across it

1. Name \_\_\_\_\_

2. Relationship with Applicant (i.e. promoters, whole time directors etc.) \_\_\_\_\_

3a. PAN  3b. DIN

3c. Aadhaar (UID) Number \_\_\_\_\_

4. Residential/ Registered Address \_\_\_\_\_  
 \_\_\_\_\_ City / Town / Village \_\_\_\_\_  
 Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

5. Tel. / Mobile No. \_\_\_\_\_ ☐ PEP ☐ Related to a PEP

**PHOTOGRAPH**

Please affix  
your recent passport  
size photograph and  
sign across it

1. Name \_\_\_\_\_

2. Relationship with Applicant (i.e. promoters, whole time directors etc.) \_\_\_\_\_

3a. PAN  3b. DIN

3c. Aadhaar (UID) Number \_\_\_\_\_

4. Residential/ Registered Address \_\_\_\_\_  
 \_\_\_\_\_ City / Town / Village \_\_\_\_\_  
 Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

5. Tel. / Mobile No. \_\_\_\_\_ ☐ PEP ☐ Related to a PEP

**PHOTOGRAPH**

Please affix  
your recent passport  
size photograph and  
sign across it



Name & Signature of the Authorised Signatory (ies)

Date :

**ANNEXURE 1 (PART - II)**  
**TRADING ACCOUNT RELATED DETAILS**

**MANDATORY**



**FOR INDIVIDUALS & NON-INDIVIDUALS**

**PHOTOGRAPH**

Please affix  
Authorized  
Signatories recent  
passport size  
photograph and  
sign across it.

**A. OTHER DETAILS**

Gross Annual Income Details (please specify)	Income Range per annum : <input type="checkbox"/> Below Rs. 1 Lac <input type="checkbox"/> Rs. 1 Lac to 5 Lac <input type="checkbox"/> Rs. 5 Lac to 10 Lac <input type="checkbox"/> Rs. 10 Lac to 25 Lac <input type="checkbox"/> Rs. 25 Lac to 1 Crore <input type="checkbox"/> >1 Crore OR
Net-Worth as on (Compulsory for Non-Individual Clients)	(date)..... (Rs. ....) (Net worth should not be older than 1 year)
Occupation (For Individuals Only) (please tick any one and give brief details)	<input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Farmer <input type="checkbox"/> Others. (Specify) _____
Please tick, as applicable (For Individuals Only)	<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to Politically Exposed Person (PEP) <input type="checkbox"/> Not a Politically Exposed Person (PEP) <input type="checkbox"/> Not Related to Politically Exposed Person (PEP)
Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors :	
(If you have a landline connection, kindly provide the same)	

**B. BANK ACCOUNT(S) DETAILS**

Bank Name	Branch Address	Bank Account Number	Account Type	MICR Number	IFSC Code
			<input type="checkbox"/> Saving <input type="checkbox"/> Current <input type="checkbox"/> Others		

Note : Provide a copy of cancelled cheque leaf/pass book/bank statement specifying name of the client, MICR Code or/and IFSC Code of the Bank.

**C. DEPOSITORY ACCOUNT(S) DETAILS, if available**

Depository Participant Name	Name of Depository	Beneficiary Name	DP ID	Beneficiary ID (BO ID)
	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL			
	<input type="checkbox"/> NSDL <input type="checkbox"/> CDSL			

Note : Provide a copy of either Demat Master or a recent holding statement issued by DP bearing name of the client.

**D. TRADING PREFERENCES**

Note : Please sign in the relevant boxes against the Exchange with which you wish to trade. The Exchange not chosen should be struck off by the client.

Sr. No.	Name of the National Commodity Exchanges	Date of consent for trading on concerned Exchange	Signature of the Client
1.	MCX		
2.	NCDEX		

[In case of allowing a client for trading on any other Exchange at a later date, which is not selected now, a separate consent letter is required to be obtained by the Member from client and to be kept as enclosure with this document]

**E. INVESTMENT / TRADING EXPERIENCE**

- ☐ No Prior Experience
- ☐ \_\_\_\_\_ Years in Commodities
- ☐ \_\_\_\_\_ Years in other investment related fields

**F. GST DETAILS (As applicable, State wise)**

Legal Name			
Trade Name			
GSTIN		Registration Date	
Name of the State		State Code	
Other State GSTIN		Registration Date	
Name of the State		State Code	

**G. PAST REGULATORY ACTIONS**

Details of any action/proceedings initiated/pending/taken by SEBI / Stock Exchange / Commodity Exchange / any other authority against the client or its Partners / Promoters / Whole Time Directors / Authorized Persons incharge during the last 3 years :

☐ No      ☐ Yes      (If yes, please specify \_\_\_\_\_)

**H. DEALING THROUGH OTHER MEMBERS**

If client is dealing through any other Member, provide the following details (in case dealing with multiple Member's/AP's, provide details of all in a separate sheet containing all the information as mentioned below) :

Member's/Authorised Person(AP)'s Name			
Exchange			
Exchange's Registration No.			
Concerned Member's Name with whom the AP is registered			
Registered Office Address			
Tel.:		Fax	
E-mail		Website	
Client Code			
Details of disputes / dues pending from/to such Member / AP:			



**I. INTRODUCER DETAILS (optional)**

Name of the introducer	(Surname)	(Name)	(Middle Name)
Status of the Introducer	<input type="checkbox"/> Authorised Person <input type="checkbox"/> Existing Client <input type="checkbox"/> Others (Pl. Specify) _____		
Address and Phone No. of the Introducer	<div></div> <div></div>		
		Signature of the Introducer	

**J. ADDITIONAL DETAILS**

<input checked="" type="checkbox"/> Whether you wish to receive communication from Member in electronic form on your Email-id.	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes then please fill in Appendix - A)
--	---

**K. NOMINATION DETAILS (For Individual Clients only)**

<input type="checkbox"/> I/We wish to nominate <input type="checkbox"/> I/We do not wish to nominate	
Name of the Nominee	
Relationship with the Nominee	
PAN of Nominee	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Address and Ph. No. of the Nominee	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
If Nominee is a minor, details of guardian :	
Name of the Guardian	
Address and Ph. No. of Guardian	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Signature of Guardian	

**WITNESSES (Only applicable in case the account holder has made nomination)**

Name		Name	
Signature		Signature	
Address	<div></div> <div></div> <div></div>	Address	<div></div> <div></div> <div></div>

**DECLARATION**

- I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am / We are aware that I/we may be held liable for it.
- I/We confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/non-mandatory documents.
- I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s), 'Risk Disclosure Document' and 'Do's and Dont's'. 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 Member's designated website i.e. [www.pacefin.com](http://www.pacefin.com)

Place	
-------	--

Date	
------	--

 3

Signature of Client / (all) Authorised Signatory(ies)\*

\*Form need to be signed by all the authorized signatories  
(In case of Non-Individual Clients).

## FOR OFFICE USE ONLY

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

	Documents verified with Originals
Name of the Employee	
Employee Code	
Designation of the Employee	
Date	
Signature	

I / We undertake that we have made the client aware of tariff sheet and all the voluntary/non-mandatory documents. I/We have also made the client aware of 'Rights and Obligations' document (s), RDD, 'Do's and Dont's' and Guidance Note. I/We have given/sent him a copy of all the KYC documents. I/We undertake that any change in the tariff sheet and all the voluntary/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 [www.pacefin.com](http://www.pacefin.com), for the information of the clients.

For **Pace Commodity Brokers Pvt. Ltd.**

Signature of the Authorised Signatory

Seal / Stamp of the Member

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

**IMPORTANT INFORMATION**

**We do not offer any fix or assured return on your investment of funds or commodities. We are also not borrowing any kind of loan from the clients. If anyone offering on behalf of our company/name kindly inform us at 011-4902222 / 011-49022293, Email id: [info@pacefin.com](mailto:info@pacefin.com) and kindly do not give any payment / any other commodities through such person.**

**I/we acknowledgment the receipt of the above information.**

 4

Client Signature

## RISK DISCLOSURE DOCUMENT

The Exchange does not expressly or impliedly, guarantee nor make any representation concerning the completeness, the adequacy or accuracy of this disclosure documents nor has the Exchange endorsed or passed any merits of participating in the Commodity Derivatives market/trading. This brief statement does not disclose all of the risks and other significant aspects of trading. You should, therefore, study derivatives trading carefully before becoming involved in it.

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

You must know and appreciate that investment in commodity futures contracts/ derivatives or other instruments traded on the Commodity Exchange(s), 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 the Exchange and suffer adverse consequences or loss, you shall be solely responsible for the same and the Exchange shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take the plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned member. The Client 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 commodity derivatives being traded on the Exchange.

It must be clearly understood by you that your dealings on the Exchange through a member shall be subject to your fulfilling certain formalities set out by the member, which may, *inter alia*, include your filing the know your client form, client registration form and are subject to Rules, Byelaws and Business Rules of the Exchange guidelines prescribed by SEBI from time to time and circulars as may be issued by the Exchange from time to time.

The Exchange 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 member of the Exchange and/ or third party based on any information contained in this document. Any information contained in this document must not be construed as business advice/investment 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, you should be aware of or must get acquainted with the following:-

**1. Basic Risks involved in the trading of Commodity Futures Contracts and other Commodity Derivatives Instruments on the Exchange.**

**i. Risk of Higher Volatility**

- a. Volatility refers to the dynamic changes in price that commodity derivative contracts undergo when trading activity continues on the Commodity Exchange. Generally, higher the volatility of a commodity derivatives contract, greater is its price swings. There may be normally greater volatility in thinly traded commodity derivatives contracts than in actively traded commodities/ 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 real losses.

**ii. Risk of Lower Liquidity**

- a. Liquidity refers to the ability of market participants to buy and/ or sell commodity derivative contract expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that more the number 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 commodity derivatives contracts swiftly and with minimal price difference and as a result, investors are more likely to pay or receive a competitive price for commodity derivative contracts purchased or sold. There may be a risk of lower liquidity in some commodity derivative contracts as compared to active commodity derivative contracts. As a result, your order may only be partially executed, or may be executed with relatively greater price difference or may not be execute at all.
- b. Buying/ Selling without intention of giving and/ or taking delivery of certain commodities may also result into losses, because in such a situation, commodity derivative contracts may have to be squared-off at a low/ high prices, compared to the expected price levels, so as not to have any obligation to deliver/ receive such commodities.

**iii. Risk of Wider Spreads**

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

**iv. Risk-reducing orders**

- a. Most of the Exchanges have a facility for investors to place “limit orders”, “stop loss orders” etc. Placing of such 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.
- b. 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 commodity derivatives contract.
- c. A “limit” order will be executed only at the “limit” price specified for the order or a better price. However, while the client received price protection, there is a possibility that the order may not be executed at all.
- d. A stop loss order is generally placed “away” from the current price of a commodity derivatives contract, and such order gets activated if and when the 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 contract approaches 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 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.

**v. Risk of News Announcements**

- a. Traders/Manufacturers make news announcements that may impact the price of the commodities and/or commodity derivatives contracts. These announcements 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 commodity/ commodity derivatives contract.

**vi. Risk of Rumours**

- a. Rumours about the price of a commodity at times float in the market through word of mouth, newspaper, websites or news agencies, etc., the investors should be wary of and should desist from acting on rumours.

**vii. System Risk**

- a. 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.

- b. 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 execution of order and its confirmation.
- c. 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 commodity due to any action on account of unusual trading activity or price hitting circuit filters or for any other reason.

**viii. System/ Network Congestion**

- a. Trading on the Exchange is in electronic mode, based on satellite/leased line 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 the control of 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.

**2. As far as Futures Commodity Derivatives are concerned, please note and get yourself acquainted with the following additional features:-**

**Effect of “Leverage” or “Gearing”:**

- a. The amount of margin is small relative to the value of the commodity derivatives contract so the transactions are ‘leveraged’ or ‘geared’. Commodity Derivatives trading, which is conducted with a relatively small amount of margin, provides the possibility of great profit or loss in comparison with the principal investment amount. But transactions in commodity derivatives carry a high degree of risk. You should therefore completely understand the following statements before actually trading in commodity derivatives contracts and also trade with caution while taking into account one’s circumstances, financial resources, etc.
- b. Trading in Futures Commodity Derivatives involves daily settlement of all positions. Every day the open positions are marked to market based on the closing price. If the closing price has moved against you, you will be required to deposit the amount of loss (notional) resulting from such movement. This margin will have to be paid within a stipulated time frame, generally before commencement of trading on the next day.

- c. If you fail to deposit the additional margin by the deadline or if an outstanding debt occurs in your account, the Member of the Exchange may liquidate square-up a part of or the whole position. In this case, you will be liable for any losses incurred due to such square-up/ Close Outs.
- d. Under certain market conditions, an Investor may find it difficult or impossible to execute the 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.
- e. Steps, such as, changes in the margin rate, increase in the cash margin rate etc. may be adopted in order to maintain market stability. These new measures may be applied to the existing open interests. In such conditions, you will be required to put up additional margins or reduce your positions.
- f. You must ask your Member of the Exchange to provide the full details of the commodity derivatives contracts you plan to trade i.e. the contract specifications and the associated obligations.

### 3. TRADING THROUGH WIRELESS TECHNOLOGY OR ANY OTHER TECHNOLOGY:

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with commodities trading through wireless technology or any other technology should be brought to the notice of the client by the member.

## 4. GENERAL

### i. Deposited cash and property:

You should familiarize yourself with the protections accorded to the money or other property you deposit particularly in the event of a firm become insolvent or bankrupt. The extent to which you may recover your money or property may be governed by specific legislation or local rules. In some jurisdictions, property, which has been specifically identifiable as your own, will be pro-rated in the same manner as cash for purposes of distribution in the event of a shortfall. In case of any dispute with the Member of the Exchange, the same shall be subject to arbitration as per the Rules, Bye-laws and Business Rules of the Exchange.

### ii. Commission and other charges:

Before you begin to trade, you should obtain a clear explanation of all commissions, fees and other charges for which you will be liable. These charges will affect your net profit (if any) or increase your loss.

- iii. For rights and obligations of the Members/Authorised Persons/ clients, please refer to Annexure 3
- iv. The term 'Constituent' shall mean and include a Client, a Customer or an Investor, who deals with a member for the purpose of trading in the commodity derivatives through the mechanism provided by the Exchange.
- v. The term 'member' shall mean and include a Trading Member or a Member/Broker, who has been admitted as such by the Exchange and got a Registration Certificate from SEBI.



Client Signature

## ADDITIONAL RISK DISCLOSURE DOCUMENTS FOR OPTIONS TRADING

### Risk of Option holders:

1. 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.
2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

### Risks of Option Writers:

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. 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.

3. 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.



Client Signature



## ANNEXURE-3

## RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORIZED PERSON AND CLIENTS

## as prescribed by SEBI and Commodity Exchanges

1. The client shall invest/trade in those commodities /contracts/other instruments admitted to dealings on the Exchanges as defined in the Rules, Byelaws and Business Rules/ Regulations of Exchanges/ Securities and Exchange Board of India (SEBI) and circulars/notices issued there under from time to time.
2. The Member, Authorized Person and the client shall be bound by all the Rules, Byelaws and Business Rules 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 himself of the capacity of the Member to deal in commodities and/or deal in derivatives contracts and wishes to execute its orders through the Member and the client shall from time to time continue to satisfy itself of such capability of the Member before executing orders through the Member.
4. The Member 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 Member shall take steps to make the client aware of the precise nature of the Member's liability for business to be conducted, including any limitations, the liability and the capacity in which the Member acts.
6. Requirements of professional diligence
  - a. The Member must exercise professional diligence while entering into a financial contract or discharging any obligations under it.
  - b. "professional diligence" means the standard of skill and care that a Member would be reasonably expected to exercise towards a Client, commensurate with-
    - i. honest market practice;
    - ii. the principle of good faith;
    - iii. level of knowledge, experience and expertise of the Client;
    - iv. the nature and degree of risk embodied in the financial product\* or financial service being availed by the Client; and
    - v. the extent of dependence of the Client on the Member.
- \*Commodity derivative contract
7. The Authorized Person shall provide necessary assistance and co-operate with the Member in all its dealings with the client(s).
10. The client shall immediately notify the Member 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 Member on a periodic basis.
11. A. Protection from unfair terms in financial contracts\*\*
  - a. An unfair term of a non-negotiated contract will be void.
  - b. A term is unfair if it –
    - i. causes a significant imbalance in the rights and obligations of the parties under the financial contract, to the detriment of the Client; and
    - ii. is not reasonably necessary to protect the legitimate interests of the Member.
  - c. The factors to be taken into account while determining whether a term is unfair, include –
    - i. the nature of the financial product or financial service dealt with under the financial contract;
    - ii. the extent of transparency of the term;
  - \*\*contracts offered by commodity exchanges
  - iii. the extent to which the term allows a Client to compare it with other financial contracts for similar financial products or financial services; and
  - iv. the financial contract as a whole and the terms of any other contract on which it is dependent.
  - d. A term is transparent if it –
    - i. is expressed in reasonably plain language that is likely to be understood by the Client;
    - ii. is legible and presented clearly; and
    - iii. is readily available to the Client affected by the term.
  - e. If a term of a financial contract is determined to be unfair under point 11.A.c, the parties will continue to be bound by the remaining terms of the financial contract to the extent that the financial contract is capable of enforcement without the unfair term.
11. B.
  - a. "Non-negotiated contract" means a contract whose terms, other than the terms contained in point 11.C. (given below) are not negotiated between the parties to the financial contract and includes –
    - i. a financial contract in which, relative to the Client, the Member has a substantially greater bargaining power in determining terms of the financial contract; and
    - ii. a standard form contract.
  - b. "Standard form contract" means a financial contract that is substantially not negotiable for the Client, except for the terms contained in point 11.C.

## CLIENT INFORMATION

8. The client shall furnish all such details in full as are required by the Member in "Account Opening Form" with supporting details, made mandatory by commodity exchanges/SEBI from time to time.
9. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the Member shall be non-mandatory; therefore, subject to specific acceptance by the client.



- c. Even if some terms of a financial contract are negotiated in form, the financial contract may be regarded as a non negotiated contract if so indicated by –
    - i. an overall and substantial assessment of the financial contract; and
    - ii. the substantial circumstances surrounding the financial contract
  - d. In a claim that a financial contract is a non-negotiated contract, the onus of demonstrating otherwise will be on the Member.
- 11.C.
- a. The above does not apply to a term of a financial contract if it –
    - i. defines the subject matter of the financial contract;
    - ii. sets the price that is paid, or payable, for the provision of the financial product or financial service under the financial contract and has been clearly disclosed to the Client; or
    - iii. is required, or expressly permitted, under any law or regulations.
  - b. The exemption under point 11.C does not apply to a term that deals with the payment of an amount which is contingent on the occurrence or non-occurrence of any particular event.
12. The Member 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 Member may so disclose information about his client to any person or authority with the express permission of the client.
- 13.A. Protection of personal information and confidentiality
- a. “Personal information” means any information that relates to a Client or allows a Client’s identity to be inferred, directly or indirectly, and includes –
    - i. name and contact information;
    - ii. biometric information, in case of individuals
    - iii. information relating to transactions in, or holdings of, financial products
    - iv. information relating to the use of financial services; or
    - v. such other information as may be specified.
- 13.B.
- a. A Member must –
    - i. not collect personal information relating to a Client in excess of what is required for the provision of a financial product or financial service;
    - ii. maintain the confidentiality of personal information relating to Clients and not disclose it to a third party, except in a manner expressly permitted under point 13.B.b.;
    - iii. make best efforts to ensure that any personal information relating to a Client that it holds is accurate, up to date and complete;
- iv. ensure that Clients can obtain reasonable access to their personal information, subject to any exceptions that the Regulator may specify; and
  - v. allow Clients an effective opportunity to seek modifications to their personal information to ensure that the personal information held by the Member is accurate, up to date and complete.
- b. A Member may disclose personal information relating to a Client to a third party only if –
    - i. it has obtained prior written informed consent of the Client for the disclosure, after giving the Client an effective opportunity to refuse consent;
    - ii. the Client has directed the disclosure to be made;
    - iii. the Regulator has approved or ordered the disclosure, and unless prohibited by the relevant law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - iv. the disclosure is required under any law or regulations, and unless prohibited by such law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - v. the disclosure is directly related to the provision of a financial product or financial service to the Client, if the Member –
      - 1. informs the Client in advance that the personal information may be shared with a third party; and
      - 2. makes arrangements to ensure that the third party maintains the confidentiality of the personal information in the same manner as required under this Part; or
    - vi. the disclosure is made to protect against or prevent actual or ed potential fraud, unauthorised transactions or claims, if the Member arranges with the third party to maintain the confidentiality of the personal information in the manner required under this Part.-
  - c. “Third party” means any person other than the concerned Member, including a person belonging to the same group as the Member.
- 14.A Requirement of fair disclosure both initially and on continuing basis
- a. Member must ensure fair disclosure of information that is likely to be required by a Client to make an informed transactional decision.
  - b. In order to constitute fair disclosure, the information must be provided –
    - i. sufficiently before the Client enters into a financial contract, so as to allow the Client reasonable time to understand the information;
    - ii. in writing and in a manner that is likely to be understood by a Client belonging to a particular category; and

## MANDATORY

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

17. The client shall give any order for buy or sell of commodities derivatives contract in writing or in such form or manner, as may be mutually agreed between the client and the Member however ensuring the regulatory requirements in this regard are complied with. The Member shall ensure to place orders and execute the trades of the client, only in the Unique Client Code assigned to that client.

18. The Member 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 commodity exchange where the trade is executed.

19. The Member shall ensure that the money 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 Member for himself/itself or for any other client or for any purpose other than the purposes mentioned in Rules, circulars, notices, guidelines of SEBI and/or Rules, Business Rules, Bye-laws, circulars and notices of Exchange.

20. 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, Member shall be entitled to cancel the respective contract(s) with client(s).

21. The transactions executed on the Exchange are subject to Rules, Byelaws and Business Rules 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 Business Rules of the Exchanges where the trade is executed for the purpose of giving effect to the provisions of the Rules, Byelaws and Business Rules of the Exchanges and the circulars/ notices issued thereunder.

## BROKERAGE

22. The Client shall pay to the Member 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 Member renders to the Client. The Member shall not charge brokerage more than the maximum brokerage permissible as per the Rules, Business Rules and Bye-laws of the relevant commodity exchanges and/or Rules of SEBI.

## LIQUIDATION AND CLOSE OUT OF POSITION

23. Without prejudice to the Member's other rights (including the right to refer a matter to arbitration), the client understands that the Member 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

- iii. in a manner that enables the Client to make reasonable comparison of the financial product or financial service with other similar financial products or financial services.
- c. The types of information that must be disclosed to a Client in relation to a financial product or financial service, which may include information regarding –
  - i. main characteristics of the financial product or financial service, including its features, benefits and risks to the Client;
  - ii. consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
  - iii. existence, exclusion or effect of any term in the financial product or financial contract;
  - iv. nature, attributes and rights of the Member, including its identity, regulatory status and affiliations;
  - v. contact details of the Member and the methods of communication to be used between the Member and the Client;
  - vi. rights of the Client to rescind a financial contract within a specified period; or
  - vii. rights of the Client under any law or regulations.

### 14.B.

- a. Member must provide a Client that is availing a financial product or financial service provided by it, with the following continuing disclosures –
  - i. any material change to the information that was required to be disclosed under point 14.A at the time when the Client initially availed the financial product or financial service;
  - ii. information relating to the status or performance of a financial product held by the Client, as may be required to assess the rights or interests in the financial product or financial service; and
  - iii. any other information that may be specified.
- b. A continuing disclosure must be made –
  - i. within a reasonable time-period from the occurrence of any material change or at reasonable periodic intervals, as applicable; and
  - ii. in writing and in a manner that is likely to be understood by a Client belonging to that category.

## MARGINS

- 15. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the Member 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 Member is permitted in its sole and absolute discretion to collect additional margins (even though not required by the Exchange or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
- 16. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues.

charges on account of such liquidation/closing-out shall be charged to and borne by the client.

24. In the event of death or in solvency of the client or his/its otherwise becoming incapable of receiving and paying for or delivering or transferring commodities which the client has ordered to be bought or sold, Member 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/commodities in favor of a Nominee shall be valid discharge by the Member against the legal heir.

#### **DISPUTE RESOLUTION**

25. The Member shall co-operate in redressing grievances of the client in respect of all transactions routed through it.
26. The client and the Member shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Business Rules of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.
27. The client/Member understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/Member shall be binding on the client/Member in accordance with the letter authorizing the said representative to deal on behalf of the said client/Member.
28. Requirement for each Member to have an effective grievance redress mechanism which is accessible to all its Clients
- A Member must have in place an effective mechanism to receive and redress complaints from its Clients in relation to financial products or financial services provided by it, or on its behalf, in a prompt and fair manner.
  - A Member must inform a Client, at the commencement of relationship with the Client and at such other time when the information is likely to be required by the Client, of –
    - the Client's right to seek redress for any complaints; and
    - the processes followed by the Member to receive and redress complaints from its Clients.

#### **29. A. Suitability of advice for the Client**

Right to receive advice that is suitable taking into account the relevant personal circumstances of the Client, such as the Client's financial circumstances and needs. This obligation would apply to persons who render advice to Clients and the regulator may specify categories of financial products and service that necessarily require such advice to be given.

- A Member must –
  - make all efforts to obtain correct and adequate information about the relevant personal circumstances of a Client; and
  - ensure that the advice given is suitable for the Client after due consideration of the relevant personal circumstances of the Client.

#### **MANDATORY**

- If it is reasonably apparent to the Member that the available information regarding the relevant personal circumstances of a Client is incomplete or inaccurate, the Member must warn the Client of the consequences of proceeding on the basis of incomplete or inaccurate information.
  - If a Client intends to avail of a financial product or financial service that the Member determines unsuitable for the Client, the Member –
    - must clearly communicate its advice to the Client in writing and in a manner that is likely to be understood by the Client; and
    - may provide the financial product or financial service requested by the Client only after complying with point 29.A. a and obtaining a written acknowledgement from the Client.
30. Dealing with conflict of interest
- In case of any conflict between the interests of a Client and that of the Member, preference must be given to the Client interests.
- A member must –
    - provide a Client with information regarding any conflict of interests, including any conflicted remuneration that the Member has received or expects to receive for making the advice to the Client; and
    - give priority to the interests of the Client if the Member knows, or reasonably ought to know, of a conflict between –
      - its own interests and the interests of the Client; or
      - the interests of the concerned Member and interests of the Client, in cases where the Member is a financial representative.
  - The information under point 16a.i. must be given to the Client in writing and in a manner that is likely to be understood by the Client and a written acknowledgement of the receipt of the information should be obtained from the Client.
  - In this section, "conflicted remuneration" means any benefit, whether monetary or non-monetary, derived by a Member from persons other than Clients, that could, under the circumstances, reasonably be expected to influence the advice given by the Member to a Client.

#### **TERMINATION OF RELATIONSHIP**

31. This relationship between the Member and the client shall be terminated; if the Member for any reason ceases to be a member of the commodity exchange including cessation of membership by reason of the Member's default, death, resignation or expulsion or if the certificate is cancelled by the Exchange.
32. The Member, 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.

33. 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 commodity exchange and/or termination of the agreement with the Authorized Person by the Member, 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 Member and all clauses in the 'Rights and Obligations' document(s) governing the Member, Authorized Person and client shall continue to be in force as it is, unless the client intimates to the Member his/its intention to terminate their relationship by giving a notice in writing of not less than one month.

#### ADDITIONAL RIGHTS AND OBLIGATIONS

34. The Member and client shall reconcile and settle their accounts from time to time as per the Rules, Business Rules, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
35. The Member shall issue a contract note to his clients 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 Member shall send contract notes to the investors within 24 hours of the execution of the trades in hard copy and/or in electronic form using digital signature.
36. The Member shall make pay out of funds or delivery of commodities as per the Exchange Rules, Bye-Laws, Business Rules and Circulars, as the case may be, to the Client on 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.
37. The Member shall send a complete 'Statement of Accounts' for both funds and commodities 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 Stock/ Commodity broker.
38. The Member shall send margin statements to the clients on daily basis. 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, warehouse receipts, securities etc.

39. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with Member 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.
40. In case, where a member surrenders his/ her/ its membership, Member gives a public notice inviting claims, if any, from investors. In case of a claim relating to transactions executed on the trading system of the Exchange, ensure that client lodge a claim with the Exchange within the stipulated period and with the supporting documents.
41. A. Protection from unfair conduct which includes misleading conduct & abusive conduct
- Unfair conduct in relation to financial products or financial services is prohibited.
  - "Unfair conduct" means an act or omission by a Member or its financial representative that significantly impairs, or is likely to significantly impair, the ability of a Client to make an informed transactional decision and includes –
    - misleading conduct under point 41.B
    - abusive conduct under point 41.C
    - such other conduct as may be specified.
- 41.B.
- Conduct of a Member or its financial representative in relation to a determinative factor is misleading if it is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise, and the conduct involves –
    - providing the Client with inaccurate information or information that the Member or financial representative does not believe to be true; or
    - providing accurate information to the Client in a manner that is deceptive.
  - In determining whether a conduct is misleading under point 41.B.a, the following factors must be considered to be "determinative factors" –
    - the main characteristics of a financial product or financial service, including its features, benefits and risks to the Client;
    - the Client's need for a particular financial product or financial service or its suitability for the Client;
    - the consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
    - the existence, exclusion or effect of any term in a financial contract, which is material term in the context of that financial contract;
    - the nature, attributes and rights of the Member, including its identity, regulatory status and affiliations; and
    - the rights of the Client under any law or regulations.
- 41.C.
- A conduct of a Member or its financial representative in relation to a financial product or financial service is abusive if it –
    - involves the use of coercion or undue influence; and

- ii. causes or is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise.
  - b. In determining whether a conduct uses coercion or undue influence, the following must be considered-
    - i. the timing, location, nature or persistence of the conduct;
    - ii. the use of threatening or abusive language or behaviour;
    - iii. the exploitation of any particular misfortune or circumstance of the Client, of which the Member is aware, to influence the Client's decision with regard to a financial product or financial service;
    - iv. any non-contractual barriers imposed by the Member where the Client wishes to exercise rights under a financial contract, including –
    - v. the right to terminate the financial contract;
    - vi. the right to switch to another financial product or another Member and
    - vii. a threat to take any action, depending on the circumstances in which the threat is made.
42. Any stamp duty payable on the trades executed on behalf of the client will be the sole liability of the client only and the client will be responsible to pay the same to the revenue authorities.

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

43. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id (created by the client) to the Member (Kindly refer Appendix A of Annexure 1). Member shall ensure that all the rules/Business Rule/Bye-Laws/ circulars issued from time to time in this regard are complied with. The client shall communicate to the Member 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.
  44. The Member shall ensure that all ECN s sent through the e-mail shall be digitally signed, encrypted, non-tamperable 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-tamperable.
  45. The client shall note that non-receipt of bounced mail notification by the Member shall amount to delivery of the contract note at the e-mail ID of the client.
  46. The Member shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/circulars/guidelines issued by SEBI/Commodity 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 Member for the specified period under the extant rules/circulars/guidelines issued by SEBI/Commodity 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 Member 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 rules/circulars/ guidelines issued by SEBI/Commodity exchanges.
47. The Member shall continue to send contract notes in the 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 Member shall send a physical contract note to the client within the stipulated time under the extant Regulations/ Rules, Bye-Laws, Business Rules and Circulars of SEBI/commodity exchanges and maintain the proof of dispatch and delivery of such physical contract notes.
  48. In addition to the e-mail communication of the ECNs to the client, the Member shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.
  49. The Electronic Contract Note (ECN) declaration form obtained from the Client who opts to receive the contract note in electronic form. This declaration will remain valid till it is revoked by the client.

#### **LAW AND JURISDICTION**

50. In addition to the specific rights set out in this document, the Member, Authorised Person and the client shall be entitled to exercise any other rights which the Member or the client may have under the Rules, Bye-laws and Business Rules of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules of SEBI.
51. The provisions of this document shall always be subject to Government notifications, any rules, guidelines and circulars/notices issued by SEBI and Circulars, Rules, Business Rules and Bye laws of the relevant commodity exchanges, where the trade is executed, that may be in force from time to time.
52. The Member 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, if either party is not satisfied with the arbitration award.
53. 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/Business Rules and circulars/notices issued thereunder of the Exchanges/SEBI.
54. All additional voluntary/non mandatory clauses/ document added by the Member should not be in contravention with Rules/ Business Rules/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.
55. If the rights and obligations of the parties hereto are altered by virtue of change in Rules of SEBI or Bye-laws, Rules and Business Rules of the relevant commodity 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.
56. Members are required to send account statement to their clients every month.




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 Client Signature

**INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY MEMBERS 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. Member is eligible for providing Internet based trading (IBT) and commodities 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 Member shall comply with all requirements applicable to internet based trading/- commodities 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 commodities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for commodities trading through use of wireless technology. The Member shall provide the Member's IBT Service to the Client, and the Client shall avail of the Member's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Member's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The Member shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with commodities trading through wireless technology/ internet or any other technology should be brought to the notice of the client by the Member.
4. The Member shall make the client aware that the Member'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 Member'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/ commodities 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 Member.
6. The Client shall immediately notify the Member in writing if he forgets his password, discovers security flaw in Member'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/ commodities 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 Member 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 Member 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 Member and the Exchange do not make any representation or warranty that the Member'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 Member on account of any suspension, interruption, non-availability or malfunctioning of the Member'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/Members/Exchange end for any reason beyond the control of the Member/Exchanges.




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 Client Signature



## ANNEXURE-4

## GUIDANCE NOTE - DO'S AND DON'Ts FOR THE CLIENTS

- Do's**
1. Trade only through Registered Members of the Exchange. Check from the Exchange website at following link to see whether the Member is registered with the Exchange.  
  
For MCX : <http://www.mcxindia.com/SitePages/MembersDetails.aspx>.  
  
For NCDEX : <http://www.ncdex.com/Membership/Memberdirectory.aspx>.
  2. Insist on filling up a standard 'Know Your Client (KYC)' form before you commence trading
  3. Insist on getting a Unique Client Code (UCC) and ensure all your trades are done under the said UCC.
  4. Insist on reading and signing a standard 'Risk Disclosure Agreement'.
  5. Obtain a copy of your KYC and/ or other documents executed by you with the Member, from the Member.
  6. Cross check the genuineness of trades carried out at the Exchange through the trade verification facility available on the Exchange website at the following link.  
  
For MCX : <http://www.mcxindia.com/SitePages/TradeVerification.aspx>  
  
For NCDEX : <http://www.ncdex.com/MarketData/VerifyTrade.aspx>  
  
The trades can be verified online where trade information is available up to 5 working days from the trade date.
  7. Insist on a duly signed Contract Note in specified format for every executed trade within 24 hours of trade, highlighting the details of the trade along with your UCC.
  8. Ensure that the Contract Note contains all the relevant information such as Member Registration Number, Order No., Order Date, Order time, Trade No., Trade rate, Quantity, Arbitration Clause, etc.
  9. Obtain receipt for collaterals deposited with the Member towards margins.
  10. Go through the Rules, Bye-laws, Regulations, Circulars, Directives, Notifications of the Exchange as well as of the Regulators, Government and other authorities to know your rights and duties vis-à-vis those of the Member.
  11. Ask all relevant questions and clear your doubts with your Member before transacting.
  12. Insist on receiving the bills for every settlement.
  13. Insist on Monthly statements of your ledger account and report any discrepancies in the statement to your Member within 7 working days. In case of unsatisfactory response report the discrepancy to the Exchange within 15 working days from the date of cause of action.
  14. Scrutinize minutely both the transaction & holding statements that you receive from your Depository Participant.
  15. Keep Delivery Instruction Slips (DIS) book issued by DPs in safe possession.
  16. Ensure that the DIS numbers are preprinted and your account number (UCC) is mentioned in the DIS book.
  17. Freeze your Demat account in case of your absence for longer duration or in case of not using the account frequently.
  18. Pay required margins in time and only by Cheque and ask for receipt thereof from the Member.
  19. Deliver the commodities in case of sale or pay the money in case of purchase within the time prescribed.
  20. Understand and comply with accounting standards for derivatives.
  21. Ensure to read, understand and then sign the voluntary clauses, if any, agreed between you and the Member. Note that the clauses as agreed between you and the Member cannot be changed without your consent.
  22. Get a clear idea about all brokerage, commissions, fees and other charges levied by the Member on you for trading and the relevant provisions/ guidelines specified by SEBI/Commodity exchanges.
  23. Make the payments by account payee cheque in favour of the Member. Ensure that you have a documentary proof of your payment/deposit of commodities with the Member, stating date, commodity, quantity, towards which bank/ demat account such money or commodities (in the form of warehouse receipts) deposited and from which bank/ demat account.
  24. The payout of funds or delivery of commodities (as the case may be) shall not be made to you within one working day from the receipt of payout from the Exchange, in case you have given specific authorization for maintaining running account to the member. Thus, in this regard, the running account authorization provided by you to the Member shall be 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) You need to bring any dispute arising from the statement of account to the notice of the Member in writing preferably within 7 (seven) working days from the date of receipt of funds/commodities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Commodity exchanges without delay.
  - c) In case you have not opted for maintaining running account and pay-out is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the Member. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Commodity exchange.
  - d) Please register your mobile number and email id with the Member, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.
25. You should familiarize yourself with the protection accorded to the money or other property you may deposit with your member, particularly in the event of a default in the commodity derivatives or the member becomes insolvent or bankrupt.
  26. Please ensure that you have a documentary proof of having made the deposit of such money or property with the member, stating towards which account such money or property deposited.
  27. In case your problem/grievance/issue is not being sorted out by concerned Member/Authorised Person then you may take up the matter with the concerned Commodity exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.

**Don'ts**

1. Do not deal with any unregistered intermediaries.
2. Do not undertake off-market transactions as such transactions are illegal and fall outside the jurisdiction of the Exchange.
3. Do not enter into assured returns arrangement with any Member
4. Do not get carried away by luring advertisements, rumours, hot tips, explicit/ implicit promise of returns, etc.
5. Do not make payments in cash/ take any cash towards margins and settlement to/ from the Member.
6. Do not start trading before reading and understanding the Risk Disclosure Agreement.
7. Do not neglect to set out in writing, orders for higher value given over phone.
8. Do not accept unsigned/duplicate contract note/confirmation memo.
9. Do not accept contract note/confirmation memo signed by any unauthorized person.
10. Don't share your internet trading account's password with anyone
11. Do not delay payment/deliveries of commodities to Member.
12. Do not forget to take note of risks involved in the investments.
13. Do not sign blank Delivery Instruction Slips (DIS) while furnishing commodities deposits and/or keep them with Depository Participants (DP) or member to save time.
14. Do not pay brokerage in excess of that rates prescribed by the Exchange
15. Don't issue cheques in the name of Authorized Person.

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 Client Signature

## POLICIES &amp; PROCEDURE

**1. Refusal of orders for penny / illiquid commodity**

The commodity broker may from time to time limit (quantity/ value) / refuse orders in one or more commodities due to various reasons including market liquidity, value of commodity(ies), the order being for commodities which are not in the permitted list of the commodity broker / exchange(s) / SEBI. Provided further that commodity broker may require compulsory settlement / advance payment of expected settlement value/ delivery of commodities for settlement prior to acceptance / placement of order(s) as well. The client agrees that the losses, if any on account of such refusal or due to delay caused by such limits, shall be borne exclusively by the client alone.

The commodity broker may require reconfirmation of orders, which are larger than that specified by the commodity broker's risk management, and is also aware that the commodity broker has the discretion to reject the execution of such orders based on its risk perception.

**2. Setting up client's exposure limits and conditions under which a client may not be allowed to take further position or the broker may close the existing position of a client**

The commodity broker may from time to time impose and vary limits on the orders that the client can place through the commodity broker's trading system (including exposure limits, turnover limits, limits as to the number, value and/or kind of commodities in respect of which orders can be placed etc.). The client is aware and agrees that the commodity broker may need to vary or reduce the limits or impose new limits urgently on the basis of the commodity broker's risk perception and other factors considered relevant by the commodity broker including but not limited to limits on account of exchange/SEBI directions/limits (such as broker level/ market level limits in commodity specific / volume specific exposures etc.), and the commodity broker may be unable to inform the client of such variation, reduction or imposition in advance. The client agrees that the commodity broker shall not be responsible for such variation, reduction or imposition or the client's inability to route any order through the commodity broker's trading system on account of any such variation, reduction or imposition of limits. The client further agrees that the commodity broker may at any time, at its sole discretion and without prior notice, prohibit or restrict the client's ability to place orders or trade in commodities through the commodity broker, or it may subject any order placed by the client to a review before its entry into the trading systems and may refuse to execute / allow execution of orders due to but not limited to the reason of lack of margin / commodities or the order being outside the limits set by commodity broker / exchange/ SEBI and any other reasons which the commodity broker may deem appropriate in the circumstances. The client agrees that the losses, if any on account of such refusal or due to delay caused by such review, shall be borne exclusively by the client alone.

The commodity broker is required only to communicate / advise the parameters for the calculation of the margin / commodity requirements as rate(s) / percentage(s) of the dealings, through anyone or more means or methods such as /

post speed post / courier / registered post / registered AD / facsimile / telegram / cable / e-mail / voice mails / telephone (telephone includes such devices as mobile phones etc.) including SMS on the mobile phone or any other similar device; by messaging on the computer screen of the client's computer; by informing the client through employees / agents of the commodity broker; by publishing / displaying it on the website of the commodity broker / making it available as a download from the website of the commodity broker; by displaying it on the notice board of the branch / office through which the client trades or if the circumstances, so require, by radio broadcast / television broadcast / newspapers advertisements etc; or any other suitable or applicable mode or manner. The client agrees that the postal department / the courier company / newspaper company and the e-mail / voice mail service provider and such other service providers shall be the agent of the client and the delivery shall be complete when communication is given to the postal department / the courier company / the e-mail / voice mail service provider, etc. by the commodity broker and the client agrees never to challenge the same on any grounds including delayed receipt / non receipt or any other reasons whatsoever and once parameters for margin / commodity requirements are so communicated, the client shall monitor his / her / its position (dealings / trades and valuation of commodity) on his / her / its own and provide the required / deficit margin / commodity forthwith as required from time to time whether or not any margin call or such other separate communication to that effect is sent by the commodity broker to the client and / or whether or not such communication is received by the client.

The client is not entitled to trade without adequate margin / commodity and that it shall be his / her / its responsibility to ascertain beforehand the margin / commodity requirements for his / her / its orders / trades / deals and to ensure that the required margin / security is made available to the commodity broker in such form and manner as may be required by the commodity broker. If the client's order is executed despite a shortfall in the available margin, the client, shall, whether or not the commodity broker intimates such shortfall in the margin to the client, make up the shortfall suo moto immediately. The client further agrees that he /she lit shall be responsible for all orders (including any orders that may be executed without the required margin in the client's account) & / or any claim / loss/ damage arising out of the non availability /shortage of margin /commodity required by the commodity broker & / or exchange &/or SEBI.

The commodity broker is entitled to vary the form (i.e., the replacement of the margin / commodity in one form with the margin / commodity in any other form, say, in the form of money instead of shares) & / or quantum & / or percentage of the margin & / or commodity required to be deposited / made available, from time to time.

The margin / commodity deposited by the client with the commodity broker are not eligible for any interest.




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 Client Signature

The commodity broker is entitled to include / appropriate any/ all payout of funds & / or commodities towards margin / commodity without requiring specific authorizations for each payout.

The commodity broker is entitled to transfer funds &/ or commodities from his account for one exchange & / or one segment of the exchange to his / her / its account for another exchange & / or another segment of the same exchange whenever applicable and found necessary by the commodity broker. The client also agrees and authorises the commodity broker to treat / adjust his / her / its margin / commodity lying in one exchange & / or one segment of the exchange / towards the margin / commodity / pay in requirements of another exchange &/ or another segment of the exchange.

The commodity broker is entitled to disable / freeze the account &/ or trading facility / any other service facility, if, in the opinion of the commodity broker, the client has committed a crime / fraud or has acted in contradiction of this agreement or / is likely to evade / violate any laws, rules, regulations, directions of a lawful authority whether Indian or foreign or if the commodity broker so apprehends.

### 3. Applicable brokerage rate

The commodity broker is entitled to charge brokerage within the limits imposed by exchange/Sebi.

Any stamp duty payable on the trades executed on behalf of the client will be the sole liability of the client only and the client will be responsible to pay the same to the revenue authorities.

### 4. Imposition of penalty / delayed payment charges

The clients will be liable to pay late pay in/delayed payment charges for non making payment of their payin/margin obligation on time as per the exchange requirement /schedule at the rate upto 2% per month. In case of purchase by the client, he will be charged delayed payment charges from one day before the payin date and in case of sale, delayed payment charges will be charged till one day after the payout date.

The client agrees that the commodity broker may impose fines / penalties for any orders / trades / deals / actions of the client which are contrary to this 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 it may deem fit. Further where the commodity broker has to pay any 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.

The client agrees to pay to the commodity broker brokerage, commission, fees, all taxes, duties, levies imposed by any authority including but not limited to the commodity exchanges (including any amount due on account of reassessment / backlogs etc.), transaction expenses, incidental expenses such as postage, courier, DP charges etc. as they apply from time to time to the client's account / transactions / services that the client avails from the commodity broker.

### 5. The right to sell clients' commodities or close clients' positions, without giving notice to the client, on account of non-payment of client's dues

Without prejudice to the commodity brokers other right (Including the right to refer the matter to arbitration), the commodity 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 clients liabilities/obligations.

The commodity broker maintains centralized banking and commodities handling processes and related banking and depository accounts at designated place. The client shall ensure timely availability of funds/commodities in designated form and manner at designated time and in designated bank and depository account(s) at designated place, for meeting his/her/its pay in obligation of funds and commodities. The commodity broker shall not be responsible for any claim/loss/damage arising out of non availability/short availability of funds/commodities by the client in the designated account(s) of the commodity broker for meeting the pay in obligation of either funds or commodities. If the client gives orders / trades in the anticipation of the required commodities being available subsequently for pay in through anticipated payout from the exchange or through borrowings or any off market delivery(s) or market delivery(s) and if such anticipated availability does not materialize in actual availability of commodities / funds for pay in for any reason whatsoever including but not limited to any delays / shortages at. the exchange or commodity broker level/non release of margin by the commodity broker etc., the losses which may occur to the client as a consequence of such shortages in any manner such as on account of auctions / square off / closing outs etc., shall be solely to the account of the client and the client agrees not to hold the commodity broker responsible for the same in any form or manner whatsoever. In cases of commodities lying in margin account/client beneficiary account and having corporate actions like Bonus, Commodity split, Right issue etc, for margin or other purpose the benefit of shares due to received under Bonus, Commodity split, Right issue etc will be given when the shares is actually received in the commodity broker designated demat account.

In case the payment of the margin / commodity is made by the client through a bank instrument, the commodity 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 commodity broker.

Where the margin / commodity is made available by way of commodities or any other property, the commodity broker is empowered to decline its acceptance as margin / commodity & / or to accept it at such reduced value as the commodity broker may deem fit by applying haircuts or by valuing it by marking it to market or by any other method as the commodity broker may deem fit in its absolute discretion.

The commodity broker has the right but not the obligation, to cancel all pending orders and to sell/closeliquidate all open positions/ commodities/ commodity at the pre-defined square



off time or when Mark to Market (M-T-M) percentage reaches or crosses stipulated margin percentage mentioned on the website, whichever is earlier. The commodity 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. In case open position (i.e. short/long) gets converted into delivery due to non square off because of any reason whatsoever, the client agrees to provide commodities/funds to fulfill the payin obligation failing which the client will have to face auctions or internal close outs; in addition to this the client will have to pay penalties and charges levied by exchange in actual and losses, if any. Without prejudice to the foregoing, the client shall also be solely liable for all and any penalties and charges, levied by the exchange(s).

The commodity broker is entitled to prescribe the date and time by which the margin / commodity is to be made available and the commodity broker may refuse to accept any payments in any form after such deadline for margin / commodity expires.

Notwithstanding anything to the contrary in the agreement or elsewhere, if the client fails to maintain or provide the required margin/fund/commodity or to meet the funds/margins/commodities pay in obligations for the orders / trades / deals of the client within the prescribed time and form, the commodity broker shall have the right without any further notice or communication to the client to take any one or more of the following steps:

- (i) To withhold any payout of funds / commodities.
- (ii) To withhold / disable the trading / dealing facility to the client.
- (iii) To liquidate one or more commodity(s) of the client by selling the same in such manner and at such rate which the commodity broker may deem fit in its absolute discretion. It is agreed and understood by the client that commodities here includes commodities which are pending delivery / receipt.
- (iv) To liquidate / square off partially or fully the position of sale & / or purchase in any one or more commodities / contracts in such manner and at such rate which the commodity broker may decide in its absolute discretion.
- (v) To take any other steps which in the given circumstances, the commodity broker may deem fit.

The client agrees that the loss(s) if any, on account of anyone or more steps as enumerated herein above being taken by the commodity broker, shall be borne exclusively by the client alone and agrees not to question the reasonableness, requirements, timing, manner, form, pricing etc., which are chosen by the commodity broker.

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

Commodity broker shall not be obliged to deliver any commodities or pay any money to the client unless and until the same has been received by the commodity broker from the exchange, the clearing corporation/ clearing house or other company or entity liable to make the payment and the client has fulfilled his / her / its obligations first.

The policy and procedure for settlement of shortages in obligations arising out of internal netting of trades is as under:

- a) The short delivering client is debited by an amount 'equivalent to 20% above of closing rate of day prior to Pay-in/Payout Day. The securities delivered short are purchased from market on T +3 day which is the Auction Day on Exchange, and the purchase consideration (inclusive of all statutory taxes & levies) is debited to the short delivering seller client along with reversal entry of provisionally amount debited earlier.
- b) If commodities cannot be purchased from market due to any force majeure condition, the short delivering seller is debited at the closing rate on T +3 day or Auction day on Exchange + 10%. Where the delivery is matched partially or fully at the Exchange Clearing, the delivery and debits/credits shall be as per Exchange Debits and Credits.
- c) In cases of commodities having corporate actions all cases of short delivery of cum transactions which cannot be auctioned on cum basis or where the cum basis auction payout is after the book closure / record date, would be compulsory closed out at higher of 10% above the official closing price on the auction day or the highest traded price from first trading day of the settlement till the auction day.

#### **7. Conditions under which a client may not be allowed to take further position or the broker may close the existing position of a client**

The commodity broker has margin based RMS system. Client may take exposure upto the amount of margin available with broker.

Client may not be allowed to take position in case of non-availability/shortage of margin as per RMS policy of the broker. The existing position of the client is also liable to square off/close out without giving notice due to shortage of margin/ non making of payment for their payin obligation/outstanding debts.

#### **8. Temporarily suspending or closing a client's account at the client's request**

- (i) The client may request the commodity broker to temporarily suspend his account, commodity broker may do so subject to client accepting / adhering to conditions imposed by commodity broker including but not limited to settlement of account and/ or other obligation. Same can be activated on the written request of the client only. During the period client account is suspended, the market transaction in the client account will be prohibited. However client shares/ledger balance settlement can take place.
- (ii) The commodity broker can with hold the payouts of client and suspend his trading account due to his surveillance action or judicial or / and regulatory order/action requiring client suspension.

#### **9. De-registering a client**

Notwithstanding anything to the contrary stated in the agreement, the commodity broker shall be entitled to terminate the agreement with immediate effect 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 commodities 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 a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client;
- (v) 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;
- (vi) If the Client being a partnership firm, has any steps taken by the Client and/ or its partners for dissolution of the partnership;
- (vii) If the Client have taken or suffered to be taken any action for its reorganization, liquidation or dissolution;
- (viii) If the Client has made any material misrepresentation of facts, including (without limitation) in relation to the Commodity;
- (ix) 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;
- (x) If the Client suffers any adverse material change in his / her / its financial position or defaults in any other agreement with the commodity broker;
- (xi) If the Client is in breach of any term, condition or covenant of this Agreement;
- (xii) If any covenant or warranty of the Client is incorrect or untrue in any material respect;

However notwithstanding any termination of the agreement, all transactions made under / pursuant to this agreement shall be subject to all the terms and conditions of this agreement and parties to this agreement submit to exclusive jurisdiction of courts of law at the place of execution of this agreement by Commodity Broker. Trading in Exchange is in Electronic Mode, based on VSAT, leased line, ISDN, Modem and VPN, combination of technologies and computer systems to place and route orders. The client understands that there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt or any break down in the broker's back office/ front end system, or any such other problems/glitch whereby not being able to establish access to the trading system/network, which may be beyond the broker's control and may result in delay in processing or not processing buy or sell Orders either in part or in full. The client shall be fully liable and responsible for any such problem/fault.

**Client Acceptance of Policies and Procedures stated hereinabove:**

I/We have fully understood the same and do hereby sign the same and agree not to call into question the validity, enforceability and

applicability of any provision/clauses this document any circumstances what so ever. These Policies and Procedures may be amended / changed unilaterally by the broker, provided the change is informed to me / us with through anyone or more means or methods such as post / speed post / courier / registered post / registered A.D / facsimile / telegram / cable / e-mail/ voice mails / telephone (telephone includes such devices as mobile phones etc.) including SMS on the mobile phone or any other similar device; by messaging on the computer screen of the client's computer; by informing the client through employees / agents of the commodity broker; by publishing / displaying it on the website of the commodity broker / making it available as a download from the website of the commodity broker; by displaying it on the notice board of the branch / office through which the client trades or if the circumstances, so require, by radio broadcast / television broadcast / newspapers advertisements etc; or any other suitable or applicable mode or manner. I/we agree that the postal department / the courier company /newspaper company and the e-mail/ voice mail service provider and such other service providers shall be my/our agent and the delivery shall be complete when communication is given to the postal department / the courier company / the e-mail/voicemail service provider, etc. by the commodity broker and I/we agree never to challenge the same on any grounds including delayed receipt / non receipt or any other reasons whatsoever. These Policies and Procedures shall always be read along with the agreement and shall be compulsorily referred to while deciding any dispute / difference or claim between me/ us and commodity broker before any court of law / judicial / adjudicating authority including arbitrator / mediator etc.

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Client Signature



## TARIFF SHEET

## BROKERAGE STRUCTURE

Brokerage Slab	%	Minimum Paisa	Other Charges
Normal	<input type="text"/>	<input type="text"/>	<input type="text"/>
Delivery	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spot Trading	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sign here in case of  
any cutting

**NOTE:**

1. Transaction charges as per Exchange will be charged extra.
2. CTT, other Taxes and levies, investor protection fund fees etc. charged by the statutory authorities/Exchange(s), delayed payment charges, cheque bounce charge, auction settlement charges as may be applicable will be levied.
3. GST will be charged extra.
4. All customers will get Digital Contract Notes. Physical contract notes provided on request at extra cost.
5. Charges/service standards are subject to revision at sole discretion of Pace Commodity Brokers Pvt. Ltd.
6. Charges quoted above are for the services listed. Any service not quoted above will be charged separately.
7. Management reserves the right to freeze, discontinue or suspend any account if required.
8. In case of Physical Contract note are being dispatched to client, Rs. 25/- per contract would be charged toward minimum processing fee.
9. Monthly charges for online trading connectivity will be extra.
10. Clearing charges @ Rs. 200/- per crore of total turnover (including notional turnover) in derivatives segments will be charged extra.

I/We, \_\_\_\_\_  
have read the above given information and agree to pay the same

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

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Client Signature

## DISCLOSURE INFORMATION (For Pace Commodity Brokers Pvt. Ltd.)

To, \_\_\_\_\_  
(Client Name)

Dear Sir/Madam,

This is to inform you that we do client based trading and Pro-account Trading in Multi Commodity Exchange of India Ltd (MCX) / National Commodity & Derivative Exchange Ltd. (NCDEX) .

Thanks & best regards,

For **Pace Commodity Brokers Pvt. Ltd.**

Authorised Signatory / Director

I/We acknowledge the receipt of the information given by Pace Commodity Brokers Pvt. Ltd. that they do client based trading and Pro-account trading.

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Client Signature

## RUNNING ACCOUNT AUTHORISATION

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

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

I/We have been / shall be dealing through you as my/our broker on the Commodities Market Segment. As my/our broker i.e. agent I/ we direct and authorize you to carry out trading/ dealings on my/our behalf as per instructions given below.

I am/ We are aware that you and I/we have the option to deliver commodities/ make payments of funds to each other for settlement of dealings as per the schedule in force at the relevant time pursuant to directives / regulations/ circulars, issued by exchange/ regulatory authorities. However, I/we find it difficult to carry out repeated pay-in of funds and commodities. Further, I/we also desire to use my/our commodities and monies as margin/ collateral without which we cannot deal/trade.

Therefore I/we hereby direct and authorise you to maintain running account(s) for me/us and from time to time debit these commodities and funds from running accounts and make pay-in of commodities and funds to exchanges/ clearing corporations/other receiving party(ies) to settle my/our trades/ dealings. Similarly, where I/we have to receive commodities/funds in settlement of trades/ dealings please keep the commodities and monies with you and make credit entries for the same in running accounts of commodities and funds maintained by you. Further, subject to your discretion and valuation please treat my/our commodities and funds lying to my/our credit in running accounts as margin/collateral for my/our dealings/trading.

In the event I/we have outstanding obligations on the settlement date, you may retain the requisite commodities/funds towards such obligations and may also retain the funds expected to be required to meet margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. While settling the account please send a 'statement of accounts' containing an extract from ledger for funds and an extract from the register of securities displaying all receipts/deliveries of funds/commodities. Please explain in the statement(s) being sent the retention of funds/commodities and the details of the pledge, if any. Please do not carry out above stated settlement of running account in the event I/we avail margin trading facility. Further, do not carry out settlement of running account referred to above for funds given by me/us towards collaterals/margin in the form of bank guarantee (BG)/Fixed Deposit receipts (FDR).

Please further note that while I am entitled to revoke this authorisation at any time from the date of physical delivery of revocation letter at your registered office to allow you to make necessary changes to handle my account without running account authorisation. I/We shall be liable for all losses, damages and actions which may arise as a consequence of your adhering to and carrying out my / our directions given above and further agree that you shall not be liable for any claim for loss or profit, or for any consequential, incidental, special or exemplary damages, caused by retention of commodities / monies under this agreement.

My / Our preference for actual settlement of funds and commodities is at least :

☐ Once in a Calendar Quarter

☐ Once in a Calendar Month

Thanking you,

Yours faithfully

 16

Client Signature

Name : .....

(Note : To be signed by person himself/herself not to be signed by his/her attorney/authorised person etc.)

To,

**Pace Commodity Brokers Pvt. Ltd.****Member : MCX & NCDEX**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Dear Sir,

I/We \_\_\_\_\_ a client with member M/s. **PACE COMMODITY BROKERS PVT. LTD.**  
of Exchange undertakes as follows:

- I/We am/are aware that the member has to provide physical contract note in respect of all the trades placed by me/us unless I/We myself want the same in the electronic form.
- I/We am/are aware that the member has to provide electronic contract note for my/our convenience on my/our request only.
- Though the member is required to deliver physical contract note, I/We find that it is inconvenient for me/us to receive physical contract notes. Therefore, I/We am/are voluntarily requesting for delivery of electronic contract note pertaining to all the trades carried out/ordered by me/us.
- I/We have access to a computer and am/are a regular internet user, having sufficient knowledge of handling the email operations.
- My/our email id is\* \_\_\_\_\_.  
This has been created by me/us and not by someone else.
- I/We am/are aware that this declaration form should be in English or in any other Indian language known to me/us.
- I/We am/are aware that non-receipt of bounced mail notification by the member shall amount to delivery of the contract note at the above e-mail ID.

**The above declaration and the guidelines on ECN given in the Annexure have been read and understood by me/us. I/We am/are aware of the risk involved in dispensing with the physical contract note, and do hereby take full responsibility for the same.**

**\*(The email id must be written in own handwriting of the client.)**

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

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

PAN: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

 17

Client Signature

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

Verification of the client signature done by,

Name of the designated officer of the Member \_\_\_\_\_

Signature \_\_\_\_\_

## LETTER OF AUTHORITY

To,

**Pace Commodity Brokers Pvt. Ltd.**

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

**Member : MCX & NCDEX**

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

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

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

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Dear Sir,

**Sub : Letter of Authority MCX / NCDEX**

I/We am/are dealing in commodities with you in order to facilitate ease of operations, I/We authorize you as under:

1. I/We authorise you to setoff outstanding in any of my/our accounts against credits available or arising in any other accounts maintained with you irrespective of the fact that such credits in the accounts may pertain to transactions in any segment of the Exchange and/or any of the exchange viz NCDEX or MCX, and/or against the value of cash margin or collateral share / commodities provided to you by me/us.
2. I/We hereby authorise you not to provide me Order Confirmation / Modification / Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/We shall get the required details from contracts issued by you.
3. I/We hereby authorize you to keep all the commodities which we give you in margin including the payout of commodities received, to use the commodities for meeting margin / other obligation in stock exchange in whatever manner which may include pledging of commodities in favour of bank and/or taking loan against the same of meeting margin/pay-in obligation on our behalf or for giving the same as margin to the Stock Exchange or otherwise.
4. I/We hereby authorise you to maintain a running account.
5. I/We request you to retain credit balance in any of my account and to use the idel fund towards our margin/future obligation of both the exchange unless we instant you otherwise.
6. I/We request you to retain Commodity/warehouse receipt in your Demat account for my/our margin/future obligations at both the Exchanges, unless I/We instruct you to transfer the same to my/our account.
7. I/We request you to consider my telephonic instructions for order placing/order modification/order cancellation as a written instruction and give me/us all the confirmation on telephone unless instructed otherwise in writing. I/We am getting required details from contracts issued by you.
8. I/We request that you may send/despatch me contract notes other documents through E-mail : on my designated e-mail address of \_\_\_\_\_.

I/We stress that I/We will not hold you responsible under any circumstances in the event of an e-mail which you send gets bounced due to any reason such as mail box being full, inactive account or due to any technical reason beyond your control.

9. I/We will completely rely on the log reports of your despatching software as a conclusive proof of dispaater of e-mail to me/us and will not dispute the same.
10. I/We will inform you the change in my/our e-mail, if any, in future either by regd. post or through a digitally signed e-mail.
11. Trading of Commodity is in Electronic Mode, based on VSAT, leased line, ISDN, Modem and VPN, combination of technologies and computer systems to place and route orders.  
I/We understand that there exists a possibility of communication failure or system problems or slow or delayed response from system or trading halt, of any such other problem/glitch whereby not being able to establish access to the trading system/network, which may be beyond the control and may result in delay in processing or not processing buy or sell orders either in part or in full.  
I/We agree that I/We shall be fully liable and responsible for any such problems / glitch.
12. I/We shall abide by the rules regulations/guidelines circulars of the exchange issue from time to time as applicable and shall be liable for non-adherence.
13. I/We authorise you to charge interest in my/our account against my/our debit balance/shortfalls. I understand that no interest would be payable to me/us on any credit balances.
14. I/We am/are agreeable for & authorise you to with hold funds pay-out towards all the applicable margins and debits.
15. All fines/penalties and charges levied upon you due to my acts/deeds or transactions may be recovered by you from my account.

Thanking you,

Your faithfully,

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Client Signature

## FOR REGISTRATION AND VERIFICATION OF MOBILE NUMBER AND E-MAIL ADDRESS

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

To,

**The Compliance Officer****Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

**Member Id's :**

8850 (MCX)

00031 (NCDEX)

I/We am/are aware that MCX and NCDEX provide SMS/email alerts to the constituents (clients) of its member for trades executed on its platform. I/We hereby provide and confirm my/our mobile number and/or email address as stated below for the purpose of receipt of SMS/email alerts.

- ☐ I want to receive transaction alerts in SMS as well as email from Exchanges.
- ☐ I want to receive transaction alerts only in SMS from Exchanges.
- ☐ I want to receive transaction alerts only in Email from Exchanges.
- ☐ I do not want to receive any transaction alerts from Exchanges, specify reason

.....

The alerts should be sent on :

Mobile number (enter 10 digit mobile no.)

--	--	--	--	--	--	--	--	--	--

E-mail Id.....

I/We agree to the terms and conditions specified by the Exchange in its circular no.....as modified from time to time. I/We am/are aware that the receipt of SMS/E-mail alerts on the above mobile number and/or email address can be stopped only on my/our written request.

Name of the Client.....

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Client Signature

Client Id .....



**REQUEST FOR TRADING IN COMMODITY FORWARD CONTRACTS / COMMODITY DERIVATIVES ON ALL EXCHANGES**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

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

Dear Sir,

**Subject : My / Our request for trading in commodity forward contracts / commodity derivatives on All Exchanges as your client**

I/We, the undersigned, have taken cognizance of circular no. MCX/338/2006 dated August 21, 2006 issued by the Multi Commodity Exchange of India Ltd. (MCX), circular no NCDEX/TRADING-114/2006/247 dated September 28, 2008 issued by the National Commodity & Derivatives Exchange Limited (NCDEX), on the guidelines for calculation of net open positions permitted in any commodity and I/We hereby undertake to comply with the same.

I/We hereby declare and undertake that we will not exceed the position limits prescribed from time to time by MCX/NCDEX or forward Markets Commission and such position limits will be calculated in accordance with the contents of above stated circular of all exchanges as modified from time to time.

I/We undertake to inform you and keep you informed if any of our partners/directors/karta/trustee or any of the partnership firms/companies/HUFs/Trusts in which I or any of above such person is a partner/director/karta/trustee, take or holds any position in any commodity forward contract/commodity derivative on MCX / NCDEX through you or through any other member(s) of MCX / NCDEX, to enable you to restrict our position limit as prescribed by the above referred circular of MCX / NCDEX as modified from time to time.

I/We confirm that you have agreed to enter orders in commodity forward contracts/commodity derivatives for me/us as your client on MCX / NCDEX only on the basis of our above assurance and undertaking.

Yours faithfully

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Client Signature

Sole Proprietor/Partner/Director/Karta/Trustee

**ADJUSTMENT IN DIFFERENT EXCHANGES / ACCOUNTS**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

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

**Sub : Adjustment in different Exchanges / Accounts maintained with you**

Dear Sir,

I/We executed/desire to execute and agreement with Pace Commodity Brokers Pvt. Ltd., for trading on the Multi Commodity Exchange of India Ltd. (MCX), National Commodity & Derivatives Exchange Ltd. (NCDEX) in Commodity Market. In this regard, I/We hereby request you to treat the agreement between us whether in MCX / NCDEX as co-extensive and therefore I/We hereby authorized you to transfer, make adjustments and/or to set off a part or whole of the securities / Commodities place as margin and/or any surplus funds in any of my accounts(s) maintained with you i.e. either in MCX / NCDEX against the outstanding dues payable if any, by me/us in any of my/our account(s) maintained with Pace Commodity Brokers Pvt. Ltd. or vice versa, notwithstanding anything contrary contained in the agreement between us. Pace Commodity Brokers Pvt. Ltd. shall have right of lien on the credit balance in any of my/our accounts. Any entries passed by you in accordance with this authorization shall be binding on me/us.

Thanking You,

Yours Faithfully,

 21

Client Signature

# **VERBAL ORDER ACCEPTANCE AUTHORISATION**

To,  
**Pace Commodity Brokers Pvt. Ltd.**

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

**Member : MCX & NCDEX**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

I/We have been / shall be dealing through you as my / our broker on the Commodities Market Segment. As my / our broker i.e. agent I /we direct and authorize you to carry out trading/ dealings on my / our behalf as per instructions given below.

I/We agree and acknowledge that it is advised and preferred you that I/We give instructions for order placement/ modification and cancelation in writing and to avoid disputes, I/we must give instructions in exactly the format given below in duplicate (carbon copy/ photocopy) and take signatures of your duly authorised officers at the branch along with your company stamp on the carbon/photocopy of the instructions in acknowledgement of receipt of my/ our instructions.

However as I/We shall be dealing by ordering over phone and even if we visit the branch, the fluctuations in market are so rapid that it is not practical to give written instructions for order placement/modification and cancellation, I/We hereby authorize you to accept my / my authorised representative's verbal instructions for order placement/modification and cancellation in person or over phone (fixed line or mobile phone) and execute the same. I/We understand the risk associated with verbal orders and accept the same, and agree that I/We shall not be entitled to disown orders and consequent trades (if any) under the plea that same were not under mine/our instructions. I/We agree that I/We will not have the right to shift the burden of proof by asking you to prove the placement of orders through telephone recording or otherwise

I/We shall be liable for all losses, damages and actions which may arise as a consequence of your adhering to and carrying out my / our directions given above.

Thanking you,

Yours faithfully,

 22

Client Signature

Client Name : .....

## **DECLARATION BY THE USER**

I/We hereby declare that I/We am/are aware about the Rules, Byelaws, Regulations and Circulars issued there under by the Exchanges and SEBI that may in force from time to time and understand that appropriate action may be initiated by the Exchange(s) and SEBI in case of violation of the Rules, Byelaws, Regulations and Circulars issued by the Exchange(s) and SEBI. I further agree to become an approved User (Internet) of Pace Commodity Brokers Pvt. Ltd. I would intimate the Exchange on ceasing to be an Approved user of Pace Commodity Brokers Pvt. Ltd. I/We certify that I/We have not applied for any other Internet User ID for which this ID's now being applied for. I/We will not allow anybody else to access / use such Trading System using the Internet User ID so allotted to me/us.

I/We shall keep complete secrecy of the password and undertake not to disclose the password to any person.

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Client Signature

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

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

**JOINT BANK ACCOUNT AUTHORISATION**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

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

**SUBJECT - AUTHORISATION**

Dear Sir,

This is in connection with operation of Bank A/c with \_\_\_\_\_ having Bank Name:

\_\_\_\_\_ Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Account Type &amp; No.: \_\_\_\_\_ MICR NO: \_\_\_\_\_ maintained jointly with my husband/wife/father/mother Mr./Mrs. \_\_\_\_\_ and matters incidental thereto.

Kindly be informed that I, husband/wife/father/mother of Mr./Mrs. \_\_\_\_\_ hereby authorise him/her to issue Cheques from the said joint bank account for credit to his/her trading account being maintained with you.

Kindly do the needful and oblige.

Thanking you,

Yours faithfully,

 24

Client Signature



Other Holder Signature



Other Holder Signature

**LETTER OF CONFIRMATION**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

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

Dear Sir,

Please refer to my trading account opened with you for trading. I would hereby confirm that I am fully aware and informed that all the details of my account is shown / available on your website [www.pacefin.com](http://www.pacefin.com). I am also aware that my Statement of Accounts, Contract Notes, Daily Confirmations and Net Positions are available online on your website and I will check these reports on daily basis. I will inform you if there is any discrepancies in these reports immediately in writing. If for any reason, I am not able to access these reports, I will immediately inform you in writing on the same day. Even if I am not trading, I will access my Statement of Account on your website at least on a weekly basis and it will be entirely my obligation to inform you of any discrepancy immediately and in writing.

 25

Client Signature

## TRADING AUTHORISATION

To,

### Pace Commodity Brokers Pvt. Ltd.

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

### SUBJECT - AUTHORISATION

I have been/shall be dealing through you as my broker i.e. agent on the Commodities Market Segment.

I / we authorise Mr. / Ms. \_\_\_\_\_ deal/transact on my/our behalf and to place orders, give instructions, make & receive payments of commodities and monies, collect contract notes, bills, order confirmations, trade confirmations, account statements and any other documents or communication. Mr./Ms. \_\_\_\_\_ is also authorised by me / us to sign any document, settle the account, enter into any compromise and to do any and all act(s) on my / our behalf which I/we can do. And I/we the undersigned do hereby agree and declare and confirm that all the acts and things done by him/her or his/her substitutes shall be my / our acts, deeds and things validly done by me/us to all intents and purposes.

Please treat this authorization as written ratification of my / our verbal directions / authorizations given and carried out by you earlier, consequence of adhering to and carrying out my / our authorisation given above.

Thanking you,

Yours faithfully,

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

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\_\_\_\_\_  
Client Signature

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

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

## CLIENT POSITION AUTHORISATION

To,

### Pace Commodity Brokers Pvt. Ltd.

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

I / We understand that in case, of my / our failure to make the funds pay in or delivery of commodities for our deals / trading by designated day, you are entitled to sell off in the market the commodities received in pay out and / or deem our position closed out at applicable rates.

I / We do hereby request you not to carry out such sell off in the market the commodities received in pay out and / or deem my / our positions closed out and I / We shall in consideration thereof shall pay the opportunity cost / interest on such non sold off commodities and / or non closed out position without demur or protest at such opportunity cost and / or interest as you shall determine entirely at your discretion.

I / We do hereby indemnify and agree to compensate for any losses, penalties you may suffer for agreeing to this direction.

Thanking you,

Yours faithfully,

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

 27  
\_\_\_\_\_  
Client Signature

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

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

**CLIENT DEFAULTER DECLARATION**

I, \_\_\_\_\_ having PAN No. \_\_\_\_\_ do hereby declare that I have not been involved in any terrorist activity and I have not been declared as defaulter or my name is not appearing in defaulter database as per SEBI/ Various Exchanges/ Regulatory bodies/CIBIL (Credit Information Bureau of India Ltd.) etc.

I further declare that the above mentioned declaration/statement is true and correct.

 28

Client Signature

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

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

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

[Note: To be signed by person himself/herself not to be signed by his/her attorney/authorised person etc.]

**DECLARATION FOR NAME MISMATCH**

I hereby declare that

1. My name mentioned in PAN Card is \_\_\_\_\_
2. In additional I D Proof i.e. Voter Id / Passport / Driving License it is \_\_\_\_\_
3. In Bank A/c No. \_\_\_\_\_ it is \_\_\_\_\_
4. In \_\_\_\_\_ is this \_\_\_\_\_

Further I declare that the names mentioned in above details document pertains to me, therefore I request my account and make all payouts in the same name as mentioned in my bank proof.

Thanks

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

 29

Client Signature

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

**RETENTION OF ADDITIONAL FUNDS**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Dear Sir,

I/ We authorise you to retain Rs. 50000/- (Rupees Fifty Thousand Only) as an additional funds in addition to other required retentions at the time of Quarterly/monthly settlement of account of Funds and Commodities as consented by me/us.

Thanks & Regards,

 30

Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]



## AUTHORISATION TO SEND CONTRACT NOTE, STATEMENT OF FUNDS & COMMODITIES CLIENT REGISTRATION DOCUMENTS ETC. ELECTRONICALLY

I/we authorise you to issue the contract notes, statement of funds & commodities, circulars, amendments, Client Registration Documents and such other documents in electronic mode in lieu of physical mode on my E-mail ID as given in KYC form and updated from time to time.

Any change in the E-mail ID shall be communicated by me/us in writing to your customer care department.

Further, to my/our authority to you to issue Contract Notes in digital format I/we authorise you not to provide me/us Order Confirmation/ Modification / Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/we shall get the required details from the Contract Notes issued to us.

I/we authorize you to send periodic statements of funds and commodities & margin statement etc in digital format at my Email address unless I/we request you in writing to send them in paper form.

I/we hereby acknowledge that all the documents as send above by Pace Commodity Brokers Pvt. Ltd. electronically will be considered as having delivered to me once the e-mail leaves the Pace Commodity Brokers Pvt. Ltd. e-mail server unless the same is rejected by client e-mail server and bounced mail notification is not received by Pace Commodity Brokers Pvt. Ltd. I/We further agree that in absence of communication from my/our end regarding non-receipt of documents through e-mail, or notification of any discrepancy within 2 days from the date of issuance of digital contract note through e-mail, Pace Commodity Brokers Pvt. Ltd. may construe that there is a deemed acknowledgment of the document(s) send to client electronically.

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Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]

## DECLARATION FOR SIGNATURE MISMATCH

(To be filled if client's signature is mismatched from PAN Card and Bank)

This is to bring your notice that my signature on PAN Card / Bank and account opening form are as follows :

Signature as per Bank

Signature as per Account Opening Form

Signature as per PAN Card

I hereby confirm that all the above signatures are mine. I hereby state and confirm that what is stated above is true and correct information.

I agree to indemnify and keep Pace Commodity Brokers Pvt. Ltd. indemnified at all times from and against all costs, charges, damages, penalties (including reasonable attorney fees) suffered and/or incurred by Pace Commodity Brokers Pvt. Ltd. for any act done or omitted to be done on the above declaration.

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Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]

## CLIENT UNDERTAKING

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Sub.: Client Undertaking for Prevention of Money Laundering

Dear Sir/Madam,

This is with regards to my/our Trading Code \_\_\_\_\_ with Pace Commodity Brokers Pvt. Ltd. I/We hereby confirm that transactions related to sale, purchase and / or dealing in commodities executed by me/us are for the purpose of investment of my/our own money and/or for the purpose of dealing in commodity markets for my / our interests.

I/We undertake that :

I/We am/are \_\_\_\_\_ (Resident of India/NRI/Others) and was/were never convicted for any activity subjected to Indian Penal Code and/or any other such activity which is prohibited by the laws of the Land.

I/We am/are not a party to any agreement or arrangement, directly or indirectly, to facilitate settlement of my/our transactions with Pace Commodity Brokers Pvt. Ltd., where Pace Commodity Brokers Pvt. Ltd. is a party of such agreement or arrangement.

I/We confirm that funds and/or Securities/Commodities used by me/us for settlement of transaction are assets earned by me/us through legal means in my/our own capacity and are not assets qualified under Prevention of Money Laundering Act, 2002 (PMLA).

 33

Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]

## DECLARATION FOR MOBILE NUMBER &amp; E-MAIL ID

I, \_\_\_\_\_ having PAN No. \_\_\_\_\_ do hereby declare that my mobile no. is \_\_\_\_\_ & my e-mail id is \_\_\_\_\_.

Further I authorize Pace Commodity Brokers Pvt. Ltd./exchange/other regulatory authority that the same may be used for giving me any information/alert/e-mail/sms/call.

I further declare that the Mobile Number and Email Id as mentioned above are of Self/Relative.

**Mobile Number**Self ☐ Spouse ☐ Dependent Children ☐ Dependent Parents ☐

Name and PAN Number of Relative Mr./Mrs./Ms. \_\_\_\_\_

**Email ID**Self ☐ Spouse ☐ Dependent Children ☐ Dependent Parents ☐

Name and PAN Number of Relative Mr./Mrs./Ms. \_\_\_\_\_

I further declare the above mentioned statement is true and correct.

 34

Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]

## FOR CONSIDERATION OF MARGIN IN RELATIVES' ACCOUNTS

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

Reg.: My/Our Trading Account UCC Code : \_\_\_\_\_

Dear Sir/Madam,

I/We are trading through you under the abovesaid UCC Code. My following relatives are also trading through you under the following UCC Codes :

Name	Relationship with the Client*	UCC Code

I/We have gone through the various SEBI/Exchanges circulars on margin collection. I/We convey my consent and hereby authorize you to consider any margin in approved from collected under my account/available in my account towards margin requirements of any of the above accounts and exercise such rights with reference thereto as if the said collaterals were provided by them. You may also get is certified by independent professionals including Chartered Accountant.

 35

Client Signature

Client Name : .....

Client Code : ..... Date : .....

[Note: To be signed by person himself / herself not to be signed by his / her attorney / Authorized person etc.]

**\*Note :** The relationship for the purpose are limited to the following. Please mention the correct applicable relationship.

- i. In case of Individuals - spouse, dependent children and parents of the client.
- ii. In case of HUF - any of the Co-parceners of the HUF.
- iii. In case of a Trust - any of the trustees or beneficiaries.
- iv. In case of Partnership firm - the partners and spouse, dependent children and parents of any of the partners.
- v. In case of Corporate - the promoters having controlling shareholdings and spouse, dependent children and parents of any such promoter.

**ADDENDUM TO THE CLIENT REGISTRATION FORM / KEY INFORMATION**

In compliance with the provisions of Prevention of Money Laundering Act, 2002 and subsequent circulars issued by SEBI thereto, we hereby obliged to consider it as a part of client registration document: -

**PREVENTION OF MONEY LAUNDERING**

Prevention of Money Laundering Act, 2002 (herein refer to an "Act") came into affect July 1, 2005 vide notification No. GRE 436(E) dated July 1, 2005 issued by Department of Revenue, Ministry of Finance, Govt. of India. Further SEBI vide Circular reference number ISD/CIR/RR/AML/1/06 dated January 18, 2006 mandated that all the Commodity Brokers should formulate and implement a proper policy framework as per the guidelines on anti money laundering measures and also to adopt a Know Your Client (KYC) policy. SEBI also issued another circular reference number ISD/CIR/RR/AML/2/06 dated March 23, 2006 advising all the Stock Broker to take necessary steps to ensure compliance with the requirement of Sec 12 of the Act inter-alia, maintenance and preservation of records and reporting of information relating to cash and suspicious transactions to Financial Intelligence Unit-India (FIU-IND), New Delhi.

The constituents should ensure that the amount invested in the securities is through legitimate sources only and does not involve and is not designated for the purpose of contravention or evasion of the provision of the Income Tax Act, Prevention of Money Laundering Act, Prevention of corruption Act and/or any other law for the time being in force enacted by Govt. of India from time to time or any rules and regulations, notifications or directions issued there under.

To ensure appropriate identification of the constituents under its KYC policy and with view to monitor the transactions for the prevention of anti money laundering, the company has reserve the right to seek information, record constituents telephonic calls and/or obtained or retained documentation for establishing the identity of the constituents, proof of residence, source of funds, etc. It may re-verify identity and obtain any incomplete or additional information for this purpose.

The constituents or their attorney, if any, shall produce independent source documents, such as photographs, certified copies of ration card/passport/pan card/driving license or such other documents or produce such information as may be required from time to time for verification of the identity, residential address, financial information of the constituents by the company.

If the constituents refuses/fails to produce the required documents and information within the period specified in the communication sent by company to the constituents, then the company after applying due diligence measures believes that the transaction is suspicious in nature within the purview of the Act and SEBI circulars issued from time to time or on account of deficiencies in the documentation shall have absolute discretion to report suspicious transaction to FIU-IND or to reject the application or to freeze the account of constituent. Thus the KYC documentation shall comply by all the constituents in its true spirit and word.

The Company, its Directors, its Employees and agents shall not be liable in any manner for any claim arising whatsoever on account of freezing of account or on rejection of application etc. due to noncompliance of the provisions of the Act, SEBI circulars and KYC policy and or where company believes that transaction is suspicious in nature within the purview of the Act or SEBI circulars and reporting the same to FIU-IND.

This document form an integral part of the client registration form as addendum or key information memorandum and will be subject to amendments from time to time.

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Client Signature

Date \_\_\_\_\_

**DECLARATION - CUM - UNDERTAKING****घोषणा**

मैं..... यह घोषणा करता हूँ कि मैंने PACE Commodity Brokers Pvt. Ltd. में अपना ट्रेडिंग खाता खोला है। उसके लिए मैंने एकाउन्ट ओपनिंग फार्म और विभिन्न कागजात पर हस्ताक्षर किये हैं जोकि अंग्रेजी भाषा में हैं। मुझे इसका हिन्दी में मतलब समझा दिया गया है। मैं PACE Commodity Brokers Pvt. Ltd. के नियम व शर्तों से सहमत हूँ।

मैं..... सुनिश्चित करता/करती हूँ कि मुझे PACE Commodity Brokers Pvt. Ltd. में मेरा ट्रेडिंग खाता खोलने के उपरान्त Uniform Risk Disclosure, Rights and Obligations of Member, Authorized Person and Clients, Do's and Don'ts एवं मेरे द्वारा निष्पादित अन्य दस्तावेजों की एक प्रतिलिपि मुझे प्राप्त हो गई है।

दिनांक : .....

स्थान : .....

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हस्ताक्षर



Trading Code | | | | | | | |

Place of Birth | | | | | | | | | Country of Birth | | | | | | | |

Nationality

If yes please indicates the all countries in which you are resident for tax purpose and the associated Tax ID number below.

Sr. No.	Country	Tax Identification Number	Identification Type (TIN or Other, please specify)
1.			
2.			
3.			

## Place : |

• For Detail Terms & Conditions please visit [www.pacefin.com](http://www.pacefin.com)



## FATCA & CRS Declaration - Non Individual

PAN

Trading Code

Name

Please tick the applicable tax resident declaration -

I. Is "Entity" a tax resident of any country other than India ☐ Yes ☐ No

(If yes, please provide country/ies in which the entity is a resident for tax purposes and the associated Tax ID number below.)

Sr. No.	Country	Tax Identification Number	Identification Type (TIN or Other*, please specify)
1.			
2.			

In case Tax Identification Number is not available, kindly provide its functional equivalent.

In case TIN or its functional equivalent is not available, please provide Company Identification number or Global Entity Identification Number or GIIN, etc.

In case the Entity's Country of Incorporation / Tax residence is U.S. but Entity is not a Specified U.S. Person, mention Entity's exemption code here

### PART A (to be filled by Financial Institutions or Direct Reporting NFEs)

I. We are a, Financial institution <input type="checkbox"/> (Refer 1 of Part C) or Direct reporting NFE <input type="checkbox"/> (Refer 3(vii) of Part C) (please tick as appropriate)	<b>GIIN</b> <input type="text"/> <b>Note:</b> If you do not have a GIIN but you are sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below Name of sponsoring entity <input type="text"/> <input type="text"/>
	<b>GIIN not available</b> (please tick as applicable) <input type="checkbox"/> <div> <input type="checkbox"/> <b>Applied for</b> <input type="checkbox"/> Not obtained – Non-participating FI  <input type="checkbox"/> Not required to apply for - please specify 2 digits sub-category <input type="text"/> (Refer 1 A of Part C)         </div>

### PART B (please fill any one as appropriate "to be filled by NFEs other than Direct Reporting NFEs")

1.	Is the Entity a publicly traded company (that is, a company whose shares are regularly traded on an established securities market) (Refer 2a of Part C)	Yes <input type="checkbox"/> (If yes, please specify any one stock exchange on which the stock is regularly traded) Name of stock exchange <input type="text"/>
2.	Is the Entity a related entity of a publicly traded company (a company whose shares are regularly traded on an established securities market) (Refer 2b of Part C)	Yes <input type="checkbox"/> (If yes, please specify name of the listed company and one stock exchange on which the stock is regularly traded) Name of listed company <input type="text"/> Nature of relation: <input type="checkbox"/> Subsidiary of the Listed Company or <input type="checkbox"/> Controlled by a Listed Company Name of stock exchange <input type="text"/>
3.	Is the Entity an active NFE (Refer 2c of Part C)	Yes <input type="checkbox"/> Nature of Business <input type="text"/> Please specify the sub-category of Active NFE <input type="text"/> (Mention code – refer 2c of Part C)
4.	Is the Entity a passive NFE (Refer 3(ii) of Part C)	Yes <input type="checkbox"/> Nature of Business <input type="text"/>

### UBO Declaration (Mandatory for all entities except, a Publicly Traded Company or a related entity of Publicly Traded Company)

**Category** (Please tick applicable category):

☐ Unlisted Company
 ☐ Partnership Firm
 ☐ Limited Liability Partnership Company
 ☐ Unincorporated association / body of individuals
 ☐ Public Charitable Trust
 ☐ Religious Trust
 ☐ Private Trust
 ☐ Others (please specify )

Please list below the details of controlling person(s), confirming ALL countries of tax residency / permanent residency / citizenship and ALL Tax Identification Numbers for EACH controlling person(s). (Please attach additional sheets if necessary)

Owner-documented FFI's should provide FFI Owner Reporting Statement and Auditor's Letter with required details as mentioned in Form W8 BEN E (Refer 3(vi) of Part C)

Details	UBO1	UBO2	UBO3
Name of UBO			
UBO Code (Refer 3(iv) (A) of Part C)			
Country of Tax residency*			
PAN #			
Address	Zip <input type="text"/> State: _____ Country: _____	Zip <input type="text"/> State: _____ Country: _____	Zip <input type="text"/> State: _____ Country: _____
Address Type	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office	<input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered office
Tax ID %			
Tax ID Type			
City of Birth			
Country of birth			
Occupation Type	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____	<input type="checkbox"/> Service <input type="checkbox"/> Business <input type="checkbox"/> Others _____
Nationality			
Father's Name			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Date of Birth	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
Percentage of Holding (%) <sup>§</sup>			

\* To include US, where controlling person is a US citizen or green card holder

<sup>§</sup> If UBO is KYC compliant, KYC proof to be enclosed. Else PAN or any other valid identity proof must be attached. Position / Designation like Director / Settlor of Trust / Protector of Trust to be specified wherever applicable.

<sup>§</sup>In case Tax Identification Number is not available, kindly provide functional equivalent

<sup>§</sup> Attach valid documentary proof like Shareholding pattern duly self attested by Authorized Signatory / Company Secretary

### DECLARATION

I have read and understood the information requirements and the Terms & Conditions mentioned in this Form (read along with FATCA & CRS instructions) and hereby confirm that the information provided by me on this Form is true, correct and complete. I hereby agree and confirm to inform Pace Commodity Brokers Pvt. Ltd. for any modification to this information promptly.

I further agree to abide by the provisions of the scheme related documents inter alia provisions of FATCA & CRS on Automatic Exchange of Information (AEOI).

Name		
Designation		
Sign here :	<input type="text"/>	Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Place : <input type="text"/>

For Investor convenience, Pace Commodity Brokers Pvt. Ltd. collecting this mandatory information for updating across all Group Companies of Pace Commodity Brokers Pvt. Ltd. whether you are already an investor or would become an investor in future.

Please submit the form fully filled, signed, for all the holders, separately, and submit at your nearest Pace Commodity Brokers Pvt. Ltd. branch or you can dispatch the hard copy to-

**Pace Commodity Brokers Pvt. Ltd.**

**Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana- I 22002**

**Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi- I I 0020**

• For Detail Terms & Conditions please visit [www.pacefin.com](http://www.pacefin.com)

**DECLARATION BY KARTA & ALL THE CO-PARCENERS**

To,

**Pace Commodity Brokers Pvt. Ltd.**

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

- Whereas the Hindu Undivided Family of.....is carrying on business in the firm name and style of..... at ..... or we intent to deal have or desire to have Commodities Trading Account with PACE COMMODITY BROKERS PVT. LTD. (hereinafter referred as Member). We undersigned, hereby confirm and declare that we are the present adult co-parceners of the said joint family; that Mr./Mrs..... is the present Karta of the said joint family.
- We confirm that affairs of HUF firm are carried on mainly by the Karta Mr/ Mrs. .... on behalf and in the interest and for the benefits of all the co-parceners. We hereby authorize the Karta on behalf of the HUF to deal with the member and the said trading member is hereby authorized to honor all instructions oral or written, given by him on behalf of the HUF. He is authorized to sell, purchase, transfer, endorse, negotiate documents and/or otherwise deal through the member on behalf of the HUF.  
He is also authorize to sign execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose. We are, however, jointly and severally responsible for all liabilities of the said HUF firm shall be recoverable from the assets of any one or all of us and also from the estate of the said joint family including the interest thereon of every co-parceners of the said joint family, including the share of the minor co parceners, if any.
- We undertake to advise the member in writing of any change that may occur in the Karta ship or in the constitution of the said joint family or of the said HUF firm and until receipt of such notice by the member who shall be binding on the said joint family and the said HUF firm and on our respective estates. We shall, however continue to be liable jointly and severally to the member for all dues obligations f the said HUF firm in the Member's book on the date of the receipt of such notice by the member and until all such dues and obligations shall have been liquidated and discharged.
- The names and dates of the birth of all the present minor & major co-parceners of the said joint family are given below. We also undertake to inform you in writing as and when each of the said members attains the majority and is authorized to act on behalf of, and bind the said HUF firm.

**List of Family Members**

S. No.	Name of the Co-parceners (Including Minor also)	Relationship with Karta	PAN No.	Address (if other than Karta's address)	Date of Birth	Signature
1.						
2.						
3.						
4.						
5.						
6.						

Note : For NCDEX clients, in case of adult family member provide copy of PAN card or any other ID proof (DL/Voter ID/ Passport). In case of Minor Family Member provide copy of age certificate (Birth Certificate/School Leaving Certificate).

Name of the HUF : \_\_\_\_\_

Signature of Karta with Rubber Stamp

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

## 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
Åland 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	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
	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
	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	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 !Côte d'Ivoire	CI	Korea, Democratic People's Republic	KP	Reunion !Réunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao !Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy !Saint Barthélemy	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		

## FOR OFFICE USE ONLY

Branch/Business Partner	Client Code	Client Name

*Note : Kindly read account opening instructions before filling the form.*

**PAN IS MANDATORY**



Adding pace to your wealth

## Pace Commodity Brokers Pvt. Ltd.

Member - National Commodity & Derivatives Exchange Ltd. (NCDEX)  
Multi Commodity Exchange of India Ltd. (MCX)

**NCDEX**

Membership No.: 00031, TM ID No.: M50030  
SEBI Regn. No.: INZ000037932

**MCX**

Membership No.: 8850  
SEBI Regn. No.: INZ000037932

Regd. Office : J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002  
Delhi Office : C-3, Okhla Industrial Area, Phase-I, New Delhi-110020  
Phone : 011-49022222 Fax : 011-26105823  
E-mail : admin@pacefin.com  
Website : www.pacefin.com





## ACKNOWLEDGEMENT

To,

**PACE COMMODITY BROKERS PVT. LTD.**

Dated : .....

Regd. Office: J-10/30, DLF City Phase-II, Gurgaon, Haryana-122002

Delhi Office: C-3, Okhla Industrial Area, Phase-I, New Delhi-110020

I/We hereby acknowledge the receipt of duly executed copy of the KYC along with Non-Mandatory pages and booklet containing standard documents i.e. Right & Obligation, Risk Disclosure Documents, Do's and Don'ts. Further I/We confirm that the supporting documents for KYC submitted by me/us are true and correct. I/We acknowledge that the other details related to my/our account are as under:

Name.....

Trading Code : ..... Mobile No. ....

My Email Id.....



Client Signature