

- DPMS  
 NDPMS  
 Non PMS

## PRIVATE CLIENTS

### Barclays Securities (India) Private Limited

Registered office: 208 Ceejay House, Shivsagar Estate, Dr Annie Besant Road, Worli, Mumbai 400018, India

CIN U67120MH2006PTC161063

## Broking Account Opening Kit

### Part 2 – Mandatory Documents

The following set of documents are an addendum to

KYC Application Part 1 submitted by me to Barclays Securities (India) Private Limited (or)

Details registered with KYC Registration Agency (KRA) under PAN number

Client name:

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S. no.	Name of the Document	Brief Significance of the Document	Page no.
<b>MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI &amp; EXCHANGES</b>			
1	Broking Account Application form Part 2: Additional Details	Addendum to KYC Application Form Part 1	3
2	Rights and Obligations	Document stating the Rights and Obligations of Stock Broker/trading member, sub-broker and Client for trading on Exchanges (including additional rights & obligations in case <sup>3</sup> of internet/wireless technology based trading).	15
3	Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	19
4	Guidance note	Document detailing do's and don'ts for trading on Exchange, for the education of the investors.	23
5	Policies and Procedures for Client Dealings	Document describing significant policies and procedures of the Stock Broker.	25
6	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the Client for trading on the stock exchange(s).	31

**Name of stock broker/trading member/clearing member:**  
**Barclays Securities (India) Private Limited**

**SEBI Registration number and date:**

Stock Broker - INZ000269539

**Registered office address:**

208 Ceejay House, Shivsagar Estate, Dr Annie Besant Road, Worli, Mumbai, 400 018, India  
Telephone: +91-22-6719 6363, Fax: +91-22-6719 6399  
Website: [www.barclays.in/BSIPL](http://www.barclays.in/BSIPL)

**Correspondence office address:**

Block B-6, 10th floor, Nirlon Knowledge Park, Off. Western Express Highway, Goregaon (E),  
Mumbai, 400 063, India  
Telephone: +91-22-6175 4000, Fax: +91-22-6175 4099  
Website: [www.barclays.in/BSIPL](http://www.barclays.in/BSIPL)

**Compliance officer name:**

Mr. Yogesh Paskanti  
Telephone: +91-22-6175 4000  
Email: [bsiplcompliance@barcap.com](mailto:bsiplcompliance@barcap.com)

**Whole Time Director name:**

Mr. Narayan Shroff  
Telephone: +91-22-6175 4053  
Email: [Narayan.Shroff@barclaysasia.com](mailto:Narayan.Shroff@barclaysasia.com)

For any grievance/dispute please contact Barclays Securities (India) Private Limited  
at the above address or email id: [bsipl.concerns@barcap.com](mailto:bsipl.concerns@barcap.com) and Telephone: +91-22-6175 4000.  
In case not satisfied with the response, please contact the concerned exchange(s) at:

For BSE: Investor Services email id: [sanjay.sampat@bseindia.com](mailto:sanjay.sampat@bseindia.com), Telephone : +91-22-2272 1233

For NSE: Investor Services email id: [ignse@nse.co.in](mailto:ignse@nse.co.in), Telephone: 1800 22 0058/+91-22-26598190

## Broking Account Application Form Part 2: Additional Details

### Client Category:

- Ordinary Resident
  NRI-Repatriable  
 NRI-Non Repatriable
  Foreign Portfolio Investor

### For Individuals & Non-individuals

#### A. Bank account(s) detail

Bank name	
Branch address	
Bank account number	
Account Type: Saving/Current/ Others-In case of NRI/NRE/NRO	
MICR number	
IFSC code	

#### B. Depository account(s) details

Depository participant name	
Depository name (NSDL/CDSL)	
Beneficiary name	
DP ID	
Beneficiary ID (BO ID)	

#### C. Other Details

##### 1. Financial Details<sup>#</sup>

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

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

b. Net-worth\* as on / / / / /  (in Rs )

(# Individual Client has an option to provide either a or b) (\*Net worth should not be older than 1 year)

2. Occupation (Application only for Individuals. please tick any one and give brief details):

- Private Sector 
 Public Sector 
 Government Service 
 Business   
 Professional 
 Agriculturist 
 Retired 
 Housewife   
 Student 
 Others

3. Please tick, if applicable, for you or your authorised signatories/Promoters/Partners/Karta/ Trustees/whole time directors:

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

4. Any other information:

#### D. Trading preferences

Exchange	Segment	Signature*
NSE	Cash <input type="checkbox"/> <input type="checkbox"/>	
	Margin Trading Facility <input type="checkbox"/> <input type="checkbox"/>	
	Derivatives (Equity) <input type="checkbox"/> <input type="checkbox"/>	
	Derivatives (Currency) <sup>@</sup> <input type="checkbox"/> <input type="checkbox"/>	
	Bond Futures /Interest Rate Futures <sup>@</sup> <input type="checkbox"/> <input type="checkbox"/>	
BSE	Cash <input type="checkbox"/> <input type="checkbox"/>	
	Margin Trading Facility <input type="checkbox"/> <input type="checkbox"/>	

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

<sup>@</sup>The client should be a “Person resident in India” within the meaning of section 2(v) of the Foreign Exchange Management Act, 1999 (Act 42 of 1999) or a Registered Foreign Portfolio Investor.

<sup>#</sup>NRIs are allowed to invest in Exchange Traded Equity Derivative Contracts approved by SEBI from time to time out of Rupee funds held in India on non-repatriation basis, subject to the limits prescribed by SEBI. Such investments will not be eligible for repatriation benefits.

#### Note:

- 1) If, in future, the client wants to trade on any new segment/new exchange, separate authorization/letter should be taken from the client by the stock broker.
- 2) Any reference to Derivatives Segment, unless the context requires otherwise, would mean to include Equity Derivatives, Currency Derivatives and Bond Futures /Interest Rate Futures Segments.

#### E. SMS/Email facility by Exchange and Contact details of Client

Do you wish to apply for \*SMS/Email Alert Facility?

SMS: Yes  No  Email: Yes  No

\* If you select [YES] for the SMS/Email Alert Facility, then we will apply to register your mobile/email address details as provided above with the relevant stock exchange. The relevant stock exchange will send you a confirmation alert as per your chosen option (SMS/Email). You are required to respond back from the same mobile number or email address confirming your intent to avail the Facility. If you opt for both SMS and Email, you are required to respond to both SMS and Email confirmation alerts that you may receive. Upon receipt of your confirmation, the relevant stock exchange shall commence sending the transaction details generated based on your Permanent Account Number, directly to you.

NOTE: This service is currently not available for Non-Resident Clients.

#### Contact details

<b>Mobile Number</b>									
Mobile Declaration (Not applicable for Non-individual Client)	<input type="checkbox"/> Me	<input type="checkbox"/> My Spouse		<input type="checkbox"/> My Dependent Parents					
	<input type="checkbox"/> My Spouse	<input type="checkbox"/> My Dependent Children							
<b>Email ID</b>									
Email ID Declaration (Not applicable for Non-individual Client)	<input type="checkbox"/> Me	<input type="checkbox"/> My Spouse		<input type="checkbox"/> My Dependent Parents					
	<input type="checkbox"/> My Spouse	<input type="checkbox"/> My Dependent Children							

#### Declaration

I understand SEBI has issued separate guidelines advising depository participants and brokers to ensure that a separate mobile number and an e-mail address are registered for each of their demat and broking clients respectively or to register the same mobile number and e-mail address for more than one demat and broking clients respectively provided, such clients belong to one Family. ‘Family’ for this purpose has been defined as self, spouse, dependent children and dependent parents. Accordingly, I would like to confirm that the mobile number and/or email address (as indicated above) belong to my Family. If there is any change to my confirmation provided above, then I shall immediately inform you.

#### F. Past actions

Details of any action/proceedings initiated/pending/taken by SEBI/Stock exchange/any other authority against the applicant/constituent or its Partners/promoters/whole time directors/

authorised persons in charge of dealing in securities during the last 3 years (Provide annexure separately if space is inadequate):

  

### G. Dealings through sub-brokers and other stock brokers

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

Sub-broker's Name:

Registered office address:

SEBI registration number:  Phone:

Website:  Fax:

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

Name of stock broker:

Name of sub-broker, if any:

Client Code:  Exchange:

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

### H. Additional details

Whether you wish to receive physical contract note or Electronic contract note (ECN) (please specify):

Currently, ECN facility not available. \*Please read footnote.

Specify your Email id, if applicable:

\*Please read footnote.

Whether you wish to avail of the facility of internet trading/wireless technology (please specify):

\*Please read footnote.

Number of years of Investment/Trading Experience:

Equity  Margin trading Facility  Derivatives

Others (Specify)

In case of non-individuals, name, designation, PAN, UID, signature, residential address and photographs of persons authorised to deal in securities on behalf of company/firm/others:

As per Annexure for photograph and identity details

Any other information:

### I. Introducer details (optional)

Name of the Introducer:

Surname

Name

Middle Name

\*Dispatch of Contract Notes: We send your contract notes in physical form and also to you registered email address. We will inform you when we offer Electronic Contract Notes facility and Internet trading/wireless technology.

Status of the Introducer: Sub-broker/Remisier/Authorised Person/Existing Client/Others, please specify

Address of the Introducer:

Phone number of the Introducer:

Signature of the Introducer:

**J. Nomination details (To be filled in by individual applying singly or jointly)**

I/We wish to nominate

 

I/We do not wish to nominate

 

## Nomination form

Barclays Securities (India) Private Limited

Registered office: 208 Ceejay House, Shivsagar Estate, Dr Annie Besant Road, Worli, Mumbai 400018, India

Telephone: +91-22-6719 6363, CIN U67120MH2006PTC161063

Date:   /   /     UCC/DP ID:         Client ID:

I/We wish to make a nomination. [As per details given below]

### Nomination Details

I/We wish to make a nomination and do hereby nominate the following person(s) who shall receive all the assets held in my / our account in the event of my / our death.

Nomination can be made upto three nominees in the account.		Details of 1st Nominee	Details of 2nd Nominee	Details of 3rd Nominee
1	Name of the nominee(s) (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> )			
2	Share of each Nominee	Equally [If not equally, please specify percentage]	%	%
		Any odd lot after division shall be transferred to the first nominee mentioned in the form.		
3	Relationship With the Applicant ( If Any)			
4	Address of Nominee(s) City / Place: State & Country:  PIN Code			
5	Mobile / Telephone No. of nominee(s)#			
6	Email ID of nominee(s)#			
7	Nominee Identification details# – [Please tick any one of following and provide details of same] <input type="checkbox"/> Photograph & Signature <input type="checkbox"/> PAN <input type="checkbox"/> Aadhaar <input type="checkbox"/> Saving Bank account no. <input type="checkbox"/> Proof of Identity <input type="checkbox"/> Demat Account ID			
Sr. Nos. 8 - 14 should be filled only if nominee(s) is a minor:				
8	Date of Birth {in case of minor nominee(s)}			
9	Name of Guardian (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> ) {in case of minor nominee(s) }			
10	Address of Guardian(s) City / Place: State & Country:  PIN Code			
11	Mobile / Telephone no. of Guardian#			
12	Email ID of Guardian#			
13	Relationship of Guardian with nominee			
14	Guardian Identification details# – [Please tick any one of following and provide details of same] <input type="checkbox"/> Photograph & Signature <input type="checkbox"/> PAN <input type="checkbox"/> Aadhaar <input type="checkbox"/> Saving Bank account no. <input type="checkbox"/> Proof of Identity <input type="checkbox"/> Demat Account ID			

Name(s) of holder(s)		Signature(s) of holder*
Sole / First Holder (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> )		
Second Holder (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> )		
Third Holder (Mr. <input type="checkbox"/> /Ms. <input type="checkbox"/> )		

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

# Optional Fields (Information required at Serial nos. 5, 6, 7, 11, 12 & 14 is not mandatory)

Note: This nomination shall supersede any prior nomination made by the account holder(s), if any.

The Trading Member / Depository Participant shall provide acknowledgement of the nomination form to the account holder(s)

**Name and Signature of Holder(s)\***

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

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

**K. Mode of receiving Rights and obligations of stock brokers, sub-brokers and Clients (including additional rights & obligations in case of internet/wireless technology based trading, Risk Disclosure Document for capital market and derivatives segments, Rights And Obligations Relating To Margin Trading Facility Provided By Stock Broker/ Trading Member To Clients and Guidance Note detailing Do's and Don'ts for trading on stock exchanges (Tick any one)**

Physical Form

Electronic Form

**Declaration**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the contents of the document on policy and procedures of the stock broker and the tariff sheet.
3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s) and 'Risk Disclosure Document'. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on stock broker's designated website, if any.
4. (Applicable if Derivatives/ Interest Rate Futures segment chosen) I/We shall ensure compliance to the position limits as prescribed by the Exchanges in the Currency Derivative and Equity Derivative Segment and Interest Rate Futures
5. (Applicable if client is a Foreign Portfolio Investor) I/We shall ensure compliance to the position limits as prescribed by the Exchanges in the Currency Derivative and Equity Derivative Segment and Interest Rate Futures. My/Our total gross short (sold) position in Interest Rate Futures shall not exceed my/our long position in the government securities and in Interest Rate Futures, at any point of time. The total gross long (bought) position in cash (government securities) and Interest Rate Futures markets taken together for all Foreign Portfolio Investors shall not exceed the aggregate permissible limit for investment in government securities for Foreign Portfolio Investors. I/We shall ensure compliance the above limit.

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

Place

Date:   /   /

\*Please refer to checklist point 5(a) on page 9.

### For office use only

UCC Code allotted to the Client:

I/We undertake that we have made the client aware of 'Policy and Procedures', tariff sheet and all the non-mandatory documents. I/We have also made the client aware of 'Rights and Obligations' document (s), RDD and Guidance Note. I/We have given/sent him a copy of all the KYC documents. I/We undertake that any change in the 'Policy and Procedures', tariff sheet and all the non-mandatory documents would be duly intimated to the clients. I/We also undertake that any change in the 'Rights and Obligations' and RDD would be made available on my/our website, if any, for the information of the clients.

Account Category  PMS  Broking

	Documents verified with originals	Client interviewed by	In-Person verification done by
Name of the Employee			
Employee Code			
Designation of the employee			
Date			
Signature			

Signature of the Authorised Signatory

Date:   /   /

Seal/Stamp of the stock broker



## Instructions/Check list

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

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

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

2. Copy of cancelled cheque leaf/pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
3. Demat master or recent holding statement issued by DP bearing name of the client.
4. For individuals:
  - a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.
  - b. In case of non-resident clients, employees at the stock broker's local office, overseas can do in-person' verification. Further, considering the infeasibility of carrying out 'In-person' verification of the non-resident clients by the stock broker's staff, attestation of KYC documents by Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy/Consulate General in the country where the client resides may be permitted.
5. For non-individuals:
  - a. Form needs to be initialed and signed by only such number of authorised signatories as prescribed by the Board in the board resolution. Example: if the Board has authorised 5 persons by mandated that any 2 can sign and bind the company, then the form should be signed by only 2 authorised signatories and not all 5 persons.
  - b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorised to deal in securities on behalf of company/firm/others and their specimen signatures.

## Rights and obligations of stock brokers, sub-brokers and clients

### as prescribed by SEBI and Stock Exchanges

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

### Client information

7. The client shall furnish all such details in full as are required by the stock broker in "Account Opening Form" with supporting details, made mandatory by stock exchanges/SEBI from time to time.
8. The client shall familiarise himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the stock broker shall be non-mandatory, as per terms & conditions accepted by the client.
9. The client shall immediately notify the stock broker 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 stock broker on a periodic basis.
10. The stock broker and sub-broker 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 stock broker may so disclose information about his client to any person or authority with the express permission of the client.

### Margins

11. The client shall pay applicable initial margins, withholding margins, special margins or such other margins as are considered necessary by the stock broker 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 stock broker is permitted in its discretion to collect additional margins (even though not required by the Exchange, Clearing House/Clearing Corporation or SEBI) and the client shall be obliged to pay such margins within the stipulated time.
12. The client understands that payment of margins by the client does not necessarily imply complete satisfaction of all dues. In spite of consistently having paid margins, the client may, on the

settlement of its trade, be obliged to pay (or entitled to receive) such further sums as the contract may dictate/require.

### **Transactions and settlements**

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

### **Brokerage**

18. The Client shall pay to the stock broker 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 stock broker renders to the Client. The stock broker shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchanges and/or rules and regulations of SEBI.

### **Liquidation and close out of position**

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

entity/partnership/proprietary firm or any other artificial legal entity, then the name(s) of Director(s)/Promoter(s)/Partner(s)/Proprietor as the case may be, shall also be communicated by the stock broker to the relevant Exchange(s).

### **Dispute resolution**

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

### **Termination of relationship**

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

### **Additional rights and obligations**

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

32. The stock broker shall issue a contract note to his constituents for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The stock broker shall send contract notes to the investors within one working day of the execution of the trades in hard copy and/or in electronic form using digital signature.
33. The stock broker shall make pay out of funds or delivery of securities, as the case may be, to the Client within one working day of receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
34. The stock broker shall send a complete 'Statement of Accounts' for both funds and securities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
35. The stock broker shall send daily margin statements to the clients. Daily Margin statement should include, *inter-alia*, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee and securities.
36. The Client shall ensure that it has the required legal capacity to, and is authorised to, enter into the relationship with stock broker 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.
37. The stock broker / stock broker and depository participant shall not directly indirectly compel the clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI.

### **Electronic contract notes (ECN)**

38. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate e-mail id to the stock broker. The client shall communicate to the stock broker any change in the email-id in writing 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.
39. The stock broker shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, non-tamper able and in compliance with the provisions of the Information Technology Act, 2000 ("IT Act, 2000") and rules issued thereunder. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and tamper-proof.
40. The client shall note that non-receipt of bounced mail notification by the stock broker shall amount to delivery of the contract note at the e-mail ID of the client.
41. The stock broker shall retain ECN and acknowledgement of the e-mail in a soft and non-editable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000, rules issued thereunder and as per the extant rules/regulations/circulars/guidelines issued by SEBI/Stock Exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the stock broker for the specified period under the extant regulations of SEBI/stock exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The stock broker shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant regulations of SEBI/stock exchanges.

42. The stock broker 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 stock broker shall send a physical contract note to the client within the stipulated time under the extant regulations of SEBI/stock exchanges and maintain the proof of delivery of such physical contract notes.
43. In addition to the e-mail communication of the ECNs to the client, the stock broker 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.

### **Law and jurisdiction**

44. In addition to the specific rights set out in this document, the stock broker, sub-broker and the client shall be entitled to exercise any other rights which the stock broker or the client may have under the Rules, Bye-laws and Regulations of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules and Regulations of SEBI.
45. The provisions of this document shall always be subject to Government notifications, any rules, regulations, guidelines and circulars/notices issued by SEBI and Rules, Regulations and Bye laws of the relevant stock exchanges, where the trade is executed, that may be in force from time to time.
46. The stock broker and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal within the stock exchanges, if either party is not satisfied with the arbitration award.
47. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations and circulars/notices issued thereunder of the Exchanges/SEBI.
48. All additional voluntary clauses/document added by the stock broker should not be in contravention with rules/regulations/notices/circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
49. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant stock Exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.



## RIGHTS & OBLIGATIONS OF STOCK BROKERS & CLIENTS FOR MARGIN TRADING FACILITY (MTF)

### Part A: Rights and Obligations - Mandatory Clauses of BSE

1. Stock Broker/ Trading Member is eligible to provide Margin Trading Facility (MTF) in accordance with SEBI & Exchange Guidelines as specified from any time.
2. Stock Broker/ Trading Member desirous of extending MTF to their clients is required to obtain prior permission of BSE. Stock Broker/ Trading Member may note that BSE has the right to withdraw the permission at anytime.
3. Stock Broker/ Trading Member shall extend the MTF to the client, on such terms and conditions as specified by the Stock Exchange / SEBI from time to time. Stock Broker/ Trading Member and the client shall abide by the requirements of the margin trading framework, including rights and obligations, as prescribed by Stock Exchange/ SEBI/ Stock Broker/ Trading Member.
4. Stock Broker/ Trading Member shall intimate all the terms and conditions, including maximum allowable exposure, specific stock exposures etc., as well as the rights and obligations to the client desirous of availing MTF.
5. Stock Broker/ Trading Member may, at its sole and absolute discretion, increase the limit of initial and/or maintenance margin, from time to time. The Client shall abide by such revision, and where there is an upward revision of such margin amount, he agrees to make up the shortfall within such time as the Stock Broker/ Trading Member may permit. It may however, be noted that the initial/maintenance margins shall never be lower than that prescribed by Stock Exchange/ SEBI.
6. Stock Broker/ Trading Member shall provide MTF only in respect of such shares, as may be permitted by Stock Exchange/ SEBI.
7. Stock Broker/ Trading Member shall liquidate the securities and other collateral, if the client fails to meet the margin call to comply with the margin requirement as specified by Stock Exchange/ SEBI/Stock Broker/ Trading Member. In this regard, Stock Broker/ Trading Member shall also list down situations/ conditions in which the securities may be liquidated (Stock Broker/ Trading Member to list down situations/ conditions):
8. Stock Broker/ Trading Member shall not use the funds of one client to provide MTF to another client, even if the same is authorized by the first client.
9. The stocks deposited as collateral with the Stock Broker/ Trading Member for availing margin trading facility (Collaterals) and the stocks purchased under the margin trading facility (Funded stocks) shall be identifiable separately and no comingling shall be permitted for the purpose of computing funding amount
10. IPF shall not be available for transactions done on the Stock Exchange, through MTF, in case of any losses suffered in connection with the MTF availed by the client.

The rights and obligations prescribed hereinabove shall be read in conjunction with the rights and obligations as prescribed under SEBI circular no. CIR/ MIRSD/ 16/ 2011 dated August 22, 2011.

### Part B: Rights and Obligations - Mandatory Clauses of NSE

#### CLIENT RIGHTS

1. Client shall receive all communications in a mode mutually agreed between the broker and the client regarding confirmation of orders/trades, margin calls, decision to liquidate the position / security.
2. Client shall be free to take the delivery of the securities at any time by repaying the amounts that was paid by the Stock Broker to the Exchange towards securities after paying all dues.

3. Client has a right to change the securities collateral offered for Margin Trading Facility at any time so long as the securities so offered are approved for margin trading facility.
4. Client may close / terminate the Margin Trading Account at any time after paying the dues.

#### **CLIENT OBLIGATIONS**

1. Client shall, in writing in his own hand or in any irrefutable electronic method, agree to avail of Margin Trading Facility in accordance with the terms and conditions of Margin Trading Facility offered by the stock broker, method of communication for confirmation of orders/trades, margin calls and calls for liquidation of collateral/security/position.
2. Client shall inform the stock broker of its intent to shift the identified transaction under Margin Trading Facility within the time lines specified by the broker failing which the transaction will be treated under the normal trading facility
3. Client shall place the margin amounts as the Stock Broker may specify to the client from time to time.
4. On receipt of 'margin call', the client shall make good such deficiency in the amount of margin placed with the Stock Broker within such time as the Stock Broker may specify.
5. By agreeing to avail Margin Trading Facility with the broker, client is deemed to have authorized the broker to retain and/or pledge the securities provided as collateral or purchased under the Margin Trading Facility till the amount due in respect of the said transaction including the dues to the broker is paid in full by the client.
6. Client shall lodge protest or disagreement with any transaction done under the margin trading facility within the timelines as may be agreed between the client and broker.

#### **STOCK BROKER RIGHTS**

1. Stock Broker and client may agree between themselves the terms and condition including commercial terms if any before commencement of MTF.
2. Stock broker may set up its own risk management policy that will be applicable to the transactions done under the Margin Trading Facility. Stock broker may make amendments there to at any time- but give effect to such policy after the amendments are duly communicated to the clients registered under the Margin Trading Facility.
3. The broker has a right to retain and/or pledge the securities provided as collateral or the securities bought by the client under the Margin Trading Facility.
4. The broker may liquidate the securities if the client fails to meet the margin call made by the stock broker as mutually agreed of liquidation terms but not exceeding 5 working days from the day of margin call.

#### **STOCK BROKER OBLIGATIONS**

1. Stock broker shall agree with the client the terms and condition before extending Margin Trading Facility to such client. However, for clients who already have existing trading relationship and want to avail of Margin Trading Facility, stock broker may take consent in writing in his own hand or in any irrefutable electronic method after stock broker has communicated the terms and conditions of Margin Trading Facility to such existing clients.
2. The terms and conditions of Margin Trading Facility shall be identified separately, in a distinct section if given as a part of account opening agreement.
3. The mode of communication of order confirmation, margin calls or liquidation of position/security shall be as agreed between the broker and the client and shall be in writing in his own hand or in any irrefutable electronic method. Stock broker shall prescribe and communicate its margin policies on haircuts/ VAR margins subject to minimum requirements specified by SEBI and exchanges from time to time.



4. The Stock Broker shall monitor and review on a continuous basis the client's positions with regard to MTF. It is desirable that appropriate alert mechanism is set up through which clients are alerted on possible breach of margin requirements.
5. Any transaction to be considered for exposure to MTF shall be determined as per the policy of the stock broker provided that such determination shall happen not later than T + 1 day.
6. If the transaction is entered under margin trading account, there will not be any further confirmation that it is margin trading transaction other than contract note.
7. In case the determination happens after the issuance of contract, the broker shall issue appropriate records to communicate to Client the change in status of transaction from Normal to Margin trading and should include information like the original contract number and the margin statement and the changed data.
8. The Stock Broker shall make a 'margin call' requiring the client to place such margin; any such call shall clearly indicate the additional/deficient margin to be made good.
9. Time period for liquidation of position/security shall be in accordance declared policy of the broker as applicable to all MTF clients consistently. However, the same should not be later than 5 working (trading) days from the day of 'margin call'. If securities are liquidated, the contract note issued for such margin call related transactions shall carry an asterisk or identifier that the transaction has arisen out of margin call.
10. The daily margin statements sent by broker to the client shall identify the margin/collateral for Margin Trading separately.
11. Margin Trading Accounts where there was no transactions for 90 days shall be settled immediately.
12. The stocks deposited as collateral with the stock broker for availing margin trading facility (Collaterals) and the stocks purchased under the margin trading facility (Funded stocks) shall be identifiable separately and there shall not be any comingling for the purpose of computing funding amount;
13. Stock Broker shall close/terminate the account of the client forthwith upon receipt of such request from the client subject to the condition that the client has paid dues under Margin Trading Facility.

#### **TERMINATION OF RELATIONSHIP**

1. The margin trading arrangement between the stock broker and the client shall be terminated; if the Stock Exchange, for any reason, withdraws the margin trading facility provided to the Stock Broker- or the Stock Broker surrenders the facility or the Stock Broker ceases to be a member of the stock exchange.
2. The MTF facility may be withdrawn by the stock broker, in the event of client committing any breach of any terms or conditions therein or at anytime after due intimation to client allowing such time to liquidate the MTF position as per the agreed liquidation terms without assigning any reason. Similarly, client may opt to terminate the margin trading facility in the event of stock broker committing any breach of any terms or conditions therein or for any other reason.
3. In the event of termination of this arrangement, the client shall forthwith settle the dues of the Stock Broker. The Stock Broker shall be entitled to immediately adjust the Margin Amount against the dues of the client, and the client hereby authorizes the Stock Broker to make such adjustment.
4. After such adjustment, if any further amount is due from the client to the Stock Broker, the client shall settle the same forthwith. Upon full settlement of all the dues of the client to the Stock Broker, the Stock Broker shall release the balance amount to the client.
5. If the client opts to terminate the margin trading facility, broker shall forthwith return to the client all the collaterals provided and funded securities retained on payment of all the dues by clients.

## Internet and wireless technology based trading facility provided by stock brokers 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. Stock broker is eligible for providing Internet based trading (IBT) and securities trading through the use of wireless technology that shall include the use of devices such as mobile phone, laptop with data card, etc. which use Internet Protocol (IP). The stock broker shall comply with all requirements applicable to internet based trading/securities trading using wireless technology as may be specified by SEBI & the Exchanges from time to time.
2. The client is desirous of investing/trading in securities and for this purpose, the client is desirous of using either the internet based trading facility or the facility for securities trading through use of wireless technology. The Stock broker shall provide the Stock broker's IBT Service to the Client, and the Client shall avail of the Stock broker's IBT Service, on and subject to SEBI/Exchanges Provisions and the terms and conditions specified on the Stock broker's IBT Web Site provided that they are in line with the norms prescribed by Exchanges/SEBI.
3. The stock broker shall bring to the notice of client the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/internet/smart order routing or any other technology should be brought to the notice of the client by the stock broker.
4. The stock broker shall make the client aware that the Stock Broker'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 Stock broker's IBT System using the Client's Username and/or Password whether or not such person was authorised to do so. Also the client is aware that authentication technologies and strict security measures are required for the internet trading/securities trading through wireless technology through order routed system and undertakes to ensure that the password of the client and/or his authorised representative are not revealed to any third party including employees and dealers of the stock broker
6. The Client shall immediately notify the Stock broker in writing if he forgets his password, discovers security flaw in Stock Broker's IBT System, discovers/suspects discrepancies/unauthorised access through his username/password/account with full details of such unauthorised use, the date, the manner and the transactions effected pursuant to such unauthorised use, etc.
7. The Client is fully aware of and understands the risks associated with availing of a service for routing orders over the internet/securities trading through wireless technology and Client shall be fully liable and responsible for any and all acts done in the Client's Username/password in any manner whatsoever.
8. The stock broker 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 stock broker 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 Stock broker and the Exchange do not make any representation or warranty that the Stock broker'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 Stock broker on account of any suspension, interruption, non-availability or malfunctioning of the Stock broker'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/Stock brokers/Exchange end for any reason beyond the control of the stock broker/Exchanges.

## Risk Disclosure Document for capital market and derivatives segments

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

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

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

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

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

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

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

### **1. Basic risks**

#### **1.1 Risk of Higher Volatility**

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

#### **1.2 Risk of Lower Liquidity**

Liquidity refers to the ability of market participants to buy and/or sell securities/derivatives contracts expeditiously at a competitive price and with minimal price difference. Generally, it is assumed that

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

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

### 1.3 Risk of Wider Spreads

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

### 1.4 Risk-reducing orders

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

1.4.1 A “market” order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that, while the customer may receive a prompt execution of a “market” order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that security/derivatives contract.

1.4.2 A “limit” order will be executed only at the “limit” price specified for the order or a better price. However, while the customer receives price protection, there is a possibility that the order may not be executed at all.

1.4.3 A stop loss order is generally placed “away” from the current price of a stock/derivatives contract, and such order gets activated if and when the security/derivatives contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the security/derivatives contract reaches the pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a security/derivatives contract might penetrate the pre-determined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

### 1.5 Risk of News Announcements

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

### 1.6 Risk of Rumors

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

### 1.7 System Risk

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

1.7.1 During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in order execution and its confirmations.

1.7.2 Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a security/derivatives contract due to any action on account of unusual trading activity or security/derivatives contract hitting circuit filters or for any other reason.

### **1.8 System/Network Congestion**

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

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

### **2.1 Effect of “Leverage” or “Gearing”**

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

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

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

### **2.2 Currency specific risks**

1. The profit or loss in transactions in foreign currency-denominated contracts, whether they are traded in your own or another jurisdiction, will be affected by fluctuations in currency rates where there is a need to convert from the currency denomination of the contract to another currency.



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

### 2.3 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.

### 2.4 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.

### 2.5 Interest Rate futures (IRF) Specific Risks

1. Interest rates can be quite volatile. Among other things, bonds yields are influenced by: changing supply-demand relationships; trade, fiscal, monetary, exchange control programs and policies of governments; foreign political and economic events and policies; changes in national and international interest rates and inflation; currency devaluation; credit rating action; and sentiment of the market place. None of these factors can be controlled by any individual advisor and no assurance can be given that an advisor's advice will result in profitable trades for a participating customer or that a customer will not incur losses from such events.
2. The value of the investment changes due to a change in the absolute level of interest rates. IRFs are based on an underlying security which is highly sensitive to the changes in the Interest Rates. When interest rates increase, the buyer of IRF will pay the Seller the amount equivalent to the change in the underlying. Alternatively, when interest rates decline, the seller of IRF will pay the Buyer the amount equivalent to the change in the underlying.
3. Bond price changes are a function of the change in interest rate and the duration of the bonds. Other things being equal, the further the maturity of the bond, the higher is its duration and hence sensitivity to changes in interest rates.

4. Under certain market conditions, you may find it difficult to liquidate a positions; for instance in the case of a sharp change in benchmark interest rates or a widening of the trading bands or when there are trading restrictions imposed by regulators.
5. While the underlying securities carry the highest domestic credit rating, in the event of high financial stress, the credit rating may be impaired, exposing the investors to credit/default risk.

### **3. Trading through wireless technology/smart order routing or any other technology**

Any additional provisions defining the features, risks, responsibilities, obligations and liabilities associated with securities trading through wireless technology/smart order routing or any other technology should be brought to the notice of the client by the stock broker.

### **4. General**

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

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

## **Guidance note - Do's and Don'ts for trading on the Exchange(s) for investors**

### **Before you begin to trade**

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

### **Transactions and settlements**

8. The stock broker may issue electronic contract notes (ECN) if specifically authorised by you in writing. You should provide your email id to the stock broker for the same. Do not opt for ECN if you are not familiar with computers.
9. Don't share your internet trading account's password with anyone.
10. Don't make any payment in cash to the stock broker.
11. Make the payments by account payee cheque in favour of the stock broker. Don't issue cheques in the name of sub-broker. Ensure that you have a documentary proof of your payment/deposit of securities with the stock broker, stating date, scrip, quantity, towards which bank/demat account such money or securities deposited and from which bank/demat account.
12. Note that facility of Trade Verification is available on stock exchanges' websites, where details of trade as mentioned in the contract note may be verified. Where trade details on the website do not tally with the details mentioned in the contract note, immediately get in touch with the Investors Grievance Cell of the relevant Stock exchange.

13. 13. In case you have given specific authorization for maintaining running account, payout of funds may not be made to you within one working day from the receipt of payout from the Exchange. Thus, the stock broker shall maintain running account for you subject to the following conditions:
- (a) Such authorization from you shall be dated, signed by you only and contains the clause that you may revoke the same at any time.
  - (b) The actual settlement of funds shall be done by the stock broker, at least once in a calendar quarter or month, depending on your preference. While settling the account, the stock broker shall send to you a 'statement of accounts' containing an extract from the client ledger for funds displaying all the receipts/deliveries of funds. The statement shall also explain the retention of funds, if any.
  - (c) On the date of settlement, the stock broker may retain the requisite funds towards outstanding obligations and may also retain the funds expected to be required to meet derivatives margin obligations for next 5 trading days, calculated in the manner specified by the exchanges. In respect of cash market transactions, the stock broker may retain entire pay-in obligation of funds due from clients as on date of settlement and for next day's business, he may retain funds/margin to the extent of value of transactions executed on the day of such settlement in the cash market.
  - (d) Excess securities held in collateral account (for pledging with Clearing Corporation) or client collateral account (for holding securities for margin purpose) will be released at least once in a calendar quarter or month, depending on your preference and authorized by you after making necessary retention in accordance with the NSE circular NSE/INSP/36889 dated February 2, 2018.
  - (e) You need to bring any dispute arising from the statement of account or settlement so made to the notice of the stock broker in writing preferably within 7 (seven) working days from the date of receipt of funds/securities or statement, as the case may be. In case of dispute, refer the matter in writing to the Investors Grievance Cell of the relevant Stock Exchanges without delay.
14. In case you have not opted for maintaining running account and pay-out of funds/securities is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the stock broker. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Stock Exchange.
15. Please register your mobile number and email id with the stock broker, to receive trade confirmation alerts/details of the transactions through SMS or email, by the end of the trading day, from the stock exchanges.

#### **In case of termination of trading membership**

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

#### **Disputes/complaints**

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



## Policies and Procedures for Client Dealings

The Policies and Procedures contained in this document apply in addition to the provisions of the mandatory Rights and Obligations and, where applicable, the Additional Rights and Obligations (together, **Rights and Obligations**). In the event of any conflict between the terms of these Policies and Procedures and the Rights and Obligations, the Rights and Obligations will apply. The policies and procedures are mandatory provisions prescribed by SEBI and apply to dealings on both the NSE and the BSE (Exchanges).

### 1. Refusal of orders for penny stocks

- 1.1 In accordance with Barclays Policy, Barclay Securities (India) Private Limited (BSIPL) does not permit trading on penny stocks, Z group stocks or other illiquid securities. “Penny stocks” are stocks that trade at a relatively low price and market capitalisation and which may appear in the list of illiquid securities issued by the Exchanges on a quarterly/periodic basis.
- 1.2 The Client may only trade in illiquid securities with the prior approval of BSIPL. BSIPL will adopt a cautious approach in obliging such requests to deal in illiquid securities and reserves the right to refuse to accept any order for execution of trades in penny stocks and other illiquid securities in the general interest of investors and the market at its discretion and without giving any further reasons to the Client.

### 2. Exposure Limits

- 2.1 The Client’s exposure limit will be determined relative to the value of the assets placed with BSIPL as margin for positions taken on the Exchanges.
- 2.2 In the Cash Segment ( BSIPL requires margin equivalent to “x” times (multiplier”) the margin charged by the relevant Exchange (e.g. Value at Risk, Extreme Loss Margin and Special Margins etc.) subject to a cap of 100%. For MTF trades in the Cash segment BSIPL shall require margins equivalent to that prescribed by the exchange. BSIPL may also charge additional margin as notified from time to time for specific securities. Please refer to the link below for the current multiplier: <https://www.barclays.in/personal-banking/bsipl/broking-services/>
- 2.3 In the Derivatives Segment, BSIPL requires margin equivalent to “x” times (multiplier”) the margin charged by the relevant Exchange (e.g. SPAN (standard portfolio analysis of risk) based Initial Margin, Exposure Margin, Extreme Loss Margin, Premium Margin, Assignment Margin, Calendar Spread Margin, Mark-to-market Margin etc.) Please refer to the link below for the current multiplier: <https://www.barclays.in/personal-banking/bsipl/broking-services/>
- 2.4 Additional margin may also be required to cover any mark-to-market losses on unsettled positions.
- 2.5 Approved securities deposited with BSIPL as collateral to meet margin requirements are valued at last closing price (or at last traded price where available), subject to a haircut equivalent to the margins applied for the Cash Segment (in accordance with section 2.2 above).
- 2.6 Securities sold and delivered are considered as cash equivalent. No benefit is available for stocks sold but not delivered.
- 2.7 The Client agrees to abide by the exposure limits set by BSIPL, the Exchanges or Clearing Corporation or by SEBI from time to time.

### 3. Applicable Brokerage Rate

BSIPL will charge a brokerage fee on transactions in accordance with the Tariff sheet agreed by the Client. The rates will be subject to review and amendment as mutually agreed between BSIPL and the Client. The brokerage rate applied by BSIPL will not be more than the maximum brokerage rate permissible prescribed by the relevant Exchanges and SEBI.

### 4. Penalty/Delayed Payment Charges

BSIPL may charge a late payment charge of 18 % p.a. of the value of the delayed payment for payments relating to the execution of orders that are received later than T+2 business days in the Cash Segment and later than T+1 business day in the Futures and Options segment.

## **5. Settlement of trades in the case of non-payment of Client's dues**

BSIPL shall be entitled to sell Client's securities or close the Client's position in the event that the Client fails to pay the settlement amount within T+2 business days/settlement date or the Client fails to meet the margin requirements prescribed by BSIPL. BSIPL will issue margin calls and reminders to clients for making payments

In case funds are not sufficient for purchases made in the cash equities segment, securities to the extent unpaid for will be held in the NSE/BSE Client Unpaid Securities Account (CUSA). In case of non-payment of such securities, such securities shall be disposed-off within 5 trading days from the date of Pay-out, as per the discretion of BSIPL.

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

6.1 BSIPL shall not be obliged to deliver any securities or pay any money to the Client unless the same has been received by BSIPL from the relevant Exchange Clearing Corporation or other entity liable to make the payment and the Client has fulfilled its obligations first.

6.2 Shortages in obligations arising out of internal netting of trades shall be closed out. Close out will be at the highest price prevailing on the relevant Exchange from the day of trading until the auction day or the auction weighted average price, whichever is the higher. The account of seller-client who has defaulted will be debited and the account of the buyer-client who does not receive delivery will be credited at the applicable close-out rate.

## **7. Closure of existing positions and restrictions on new positions**

BSIPL may refuse to accept any instruction from the Client to take further positions if the Client fails to meet the settlement/margin requirements as prescribed in BSIPL. In addition, BSIPL may close out the Client's existing provisions in accordance with section 5 above.

## **8. Suspension or Closure of Client Account**

BSIPL may temporarily suspend or close a Client's Account upon receipt of the Client's request in writing or otherwise in accordance with the terms of the Rights and Obligations. The Client shall be required to settle all amounts owing to BSIPL promptly upon suspension or closure of the Client's account.

## **9. Deregistering a Client**

Following settlement of all amounts owing by the Client, BSIPL shall close the Client's account and arrange for the Client to be deregistered with the relevant Exchanges. Notwithstanding closure of the account and deregistration of the Client with the Exchanges, all rights, liabilities and obligations of the parties arising out of or in respect of transactions entered into prior to the closure of the account 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.

## **10. Dormant Account Procedure**

If there is no activity in the Client's account for a period of 12 months across all exchanges, then BSIPL will classify the Client's account as an 'inactive' account. If the Client wishes to reactivate an inactive account, the client must contact BSIPL, BSIPL may then reactivate the account after conducting additional checks as it considers appropriate. The Client shall co-operate with BSIPL and provide additional details or documents as BSIPL may require to consider reactivating the inactive or dormant account, as the case may be.

## **11. Transferring assets to BSIPL as margin and release of assets**

11.1 **Funds:** you can provide funds by transferring the same to the below-mentioned account of BSIPL or provide us with a cheque/demand draft (payable in Mumbai) in favour of Barclays Securities India Private Limited through your Private Client Advisor ("PCA")/Private Client Executive ("PCE"). Kindly ensure that the account from which you are transferring funds/issuing cheque/demand draft belongs to you only (please provide evidence in the form of cancelled cheque or latest bank statement, if not already provided). In case of cheque/demand draft, collateral will be considered only on realisation of the instrument. You may also transfer funds to BSIPL from funds available in your Barclays Bank PLC account or request your PCA/PCE to arrange to transfer funds from your account, if you have authorised BSIPL to operate the same.

Bank	Barclays Bank PLC
Account for	NSE Capital Market, BSE Capital , Market, NSE F&O
Account name	Barclays Securities (India) Private Limited
RTGS code	BARCOINBBIR
MICR code	400658002
Bank account	000002950823

#### 11.2 Fixed Deposits and Bank Guarantees:

You can submit Fixed Deposit and Bank Guarantees from approved banks in favour of BSIPL. For further details please contact your PCA/PCE.

#### 11.3 Approved Securities:

Only Exchange-approved securities will be accepted as collateral. Please check with your PCA/PCE that the securities you wish to deposit are approved. Securities in dematerialised form need to be transferred into following BSIPL Margin Demat account. If you have securities in your demat account with BSIPL and have authorised BSIPL to operate the same, you may also request your PCA/PCE to arrange to transfer securities there from. Please ensure that the account from which you are transferring securities belongs to you only (please provide evidence in the form of client master report or account statement of the demat account, if not already provided). In case the securities are not in dematerialised form (for example, mutual funds, etc.), please refer to your PCA/PCE.

Depository	NSDL	NSDL	NSDL
Beneficiary holder name	Barclays Securities (India) Private Limited	Barclays Securities (India) Private Limited	Barclays Securities (India) Private Limited
DP ID	IN303559	IN303559	IN303559
Client ID	10001244 (For Equity and Equity Derivatives)	10013889 (For Currency Derivatives)	10026713 ( For Margin Trading Facility)
DP name	BSIPL	BSIPL	BSIPL

Securities shall be valued as per the closing rate on the relevant Exchange on T-1 day as reduced by the appropriate haircut prescribed by the Exchanges. This value is further reduced by a haircut (a percentage decided by BSIPL from time to time), details of which can be found at the link below: <https://www.barclays.in/personal-banking/bsipl/broking-services/>

#### 11.4 Release of Margin

BSIPL has the right to reject any request for release of assets held as margin in accordance with the terms of the Rights and Obligations. Requests submitted by 1:00pm on a business day, if accepted by BSIPL, will be processed by 1:00pm on the next business day.

#### 11.5 Amendment in Percentage of Margin

Any amendment in the percentage of Margin as required to be maintained by BSIPL shall be notified by BSIPL to you over the telephone or in writing, and by posting it on the website <https://www.barclays.in/personal-banking/bsipl/broking-services/> or by any other approved means adopted by BSIPL from time to time.

## 12 Trading Limit

12.1 Your trading exposure limit (TL) will be determined relative to the value of the assets (funds, fixed deposits and guarantees, and securities) placed with BSIPL as margin for positions taken on the Exchanges. Your PCA/PCE can provide your TL upon request.

12.2 You must specify the segment of the Exchange for which the assets are being deposited to be held as margin. If you do not specify the segment, we may allocate the margin between segments at our discretion.

12.3 Where we believe there is a shortfall of margin, we will check each sub-account set up for you in relation to your investment portfolio, accounts held with BSIPL, as well as margin held at an overall account level.

### 13. Products

13.1 When placing Equity orders, please indicate the basis on which you wish to trade in:

(a) **Cash and Carry (or Delivery with 100% upfront payment)**

For trades on a “Cash and Carry” basis, your TL is reduced by 100% of the trade value. This means that if you have given us a deposit of Rs 5,000, you will be allowed to purchase securities up to the value of Rs 5,000. Sale transactions can be made to the extent of shares available with BSIPL or in your demat account which you have authorised BSIPL to operate.

(b) **Intra Day (or Daily Square-off)**

For trades on an “Intra Day” basis, your TL is reduced by a margin percentage determined by BSIPL from time to time, details of which can be found at:

<http://www.barclayswealth.com/india-brokingclients.htm>. That is to say, if your “TL” is Rs 1,000 and you place a transaction worth Rs 100 for a security whose margin requirement is 25%, then your TL would be reduced by a value of Rs 25. You must ensure with your PCA/PCE that any open positions are squared off no later than 30 minutes from the end of trading on the trade date (or earlier at the discretion of BSIPL), or they will be compulsorily squared-off (BSIPL will have the right to and only endeavour to square off the same and will not be responsible if BSIPL does not actually square off the position). Any profit/loss on such forced square off would be for your account. You may however decide not to square off a trade and convert it into a normal (NRML) product.

(c) **Normal (or Delivery with part-payment upfront)**

For trades on a normal basis, your TL is reduced by a margin percentage determined by BSIPL from time to time, details of which can be found at <https://www.barclays.in/personal-banking/bsipl/broking-services/> Funds or securities as required to settle the trade need to be provided subsequently as described below. In respect of Derivatives orders, Exchange specified margins are applicable as increased by a margin factor as indicated at <https://www.barclays.in/personal-banking/bsipl/broking-services/>

(d) **Margin Trading Facility**

For buy trades executed in the cash segment as Margin Trading Facility (MTF), shall mean the option to make a Buy transaction which the client intends to maintain beyond the current settlement period by providing the necessary margins as prescribed by BSIPL from time to time and the balance amount is funded by BSIPL as a loan to meet the pay-in obligation of the Client. BSIPL shall charge margins as applicable as per the regulations from time to time. BSIPL may also charge additional margin as per its discretion from time to time. The client would have an option to mention the type of order at the time of the order placement or convert the trade to MTF on the Trade date before close of market hours. BSIPL will have the discretion to accept the conversion request based on sufficient margins placed by the client with BSIPL as a Stock Broker. The client can later take delivery by making the outstanding funds settlement or liquidate such positions. In case of MTF if the securities are bought on a particular stock exchange they can be sold only on that stock exchange.

In order to avail MTF, minimum initial margin required shall be as under:

Category of Stock	Applicable Margin
Group 1 stocks available for trading in the F&O Segment	VaR + 3 times of applicable ELM*
Group 1 stocks other than F&O stocks	VaR + 5 times of applicable ELM*

\*The applicable VaR and ELM shall be as in the cash segment for a particular security. The minimum initial margin is prescribed by SEBI/Stock Exchanges and it may change from time to time. BSIPL may consequently, change its margin requirements basis the changes prescribed by SEBI/Exchanges.

For trades in MTF, your total margin placed under MTF would be reduced by the margin percentage as specified by the Exchange from time to time for the position taken under this facility. Your margins under MTF will not be adjusted against the margins placed in the Non-MTF segments placed with BSIPL in other segments unless your give specific instructions to BSIPL.

## 14. Settlement

### 14.1 Funds

Where you instruct us to purchase an investment for you, you should transfer sufficient cleared funds to the below mentioned account of BSIPL on or before T+1 day (T being the trade date) by no later than 1.00 p.m. for obligations in respect of Cash Equity segment, 10.00 a.m. for obligations (including MTM settlement) in respect of Equity Derivatives segment and 8.00 a.m. for obligations (including MTM settlement) in respect of Currency Derivatives segment or provide a cheque/demand draft (payable in Mumbai) in favour of “Barclays Securities (India) Private Limited” to your PCA/PCE. You should ensure that the account from which you are transferring funds/issuing cheque/demand draft belongs to you only (please provide evidence if not already provided). In case of cheque/demand draft, the obligation will be considered as fulfilled only on realisation of the instrument. If you have funds in your bank account with Barclays Bank PLC and have authorised BSIPL to operate the same, you may also request your PCA/PCE to arrange to transfer funds from my/our bank account to BSIPL.

For settlement of MTF trades, you shall have the option of either paying part of the settlement due amount before T+1 day (T being the trade date) by no later than 2.00 p.m. and the balance amount shall be funded by BSIPL to meet the pay-in obligation.

### 14.2 Securities

If you instruct us to sell an investment for you, you must transfer the relevant securities to the below mentioned clearing member accounts of BSIPL on or before T+1 day (T being the trade date) by no later than 4.00 pm. Please ensure that the account from which you are transferring the securities belongs to you only (please provide evidence if not already provided). If you have securities in your demat account with BSIPL and have authorised BSIPL to operate the same, you may also request your PCA/PCE to arrange for the transfer of the securities from that account. You must also confirm the settlement number with your PCA/PCE.

Exchange	NSE	BSE
Client	10000504	10000490
Clearing Member Name	Barclays Securities (India) Private Ltd	Barclays Securities (India) Private Ltd
CMBP ID	IN564684	IN655187
DP name	BSIPL	BSIPL
DP ID	IN303559	IN303559

(limited to the extent of the settlement/margin obligation)

## 15. Squaring off/Closing Client open positions and sell out of Client securities without prior notice:

BSIPL shall be entitled to square off open positions of the Client in circumstances as follows:

Square off/close out the Client's open positions may take place at any of the exchanges and at either market price or limit price. BSIPL reserves the right to decide the limit price keeping in view the size of the order and the depth of the market. BSIPL does not guarantee to square off open positions of the Client. Clients are solely responsible for their trading decisions.

For Equity (including MTF facility availed by you with BSIPL) and Currency derivatives contracts, the Client has to maintain applicable minimum margin all the time on an upfront basis, i.e. till positions are open. BSIPL reserves the right to revise margin requirements at any point in time and if the Client does not meet margin requirements, BSIPL has the right to liquidate open positions to the extent that the existing margin after deducting intraday MTM losses meets the revised applicable minimum margin requirements of BSIPL for the remaining open positions. BSIPL at its election may or may not exercise rights to liquidate open positions which do not meet margin requirements. The Client is bound to monitor and review open positions and margin requirements

all the times and furnishes the additional margin to BSIPL, as and when required and within such timelines as specified by BSIPL from time to time.

In case of breach in stock specific market wide position limit (MWPL) as specified by Exchanges, at BSIPL's election, the Client will not be allowed to take fresh positions in that stock but can square off existing positions. Square off may be initiated by BSIPL in case of derivatives when the positions limits are breached.

Square off may be initiated by BSIPL in case of derivatives when the position/margin limits are breached and such square off request will be executed by BSIPL on first priority. Additionally, any square off advise received by BSIPL from any of the Stock Exchanges /SEBI will be accorded priority over other trades.

The Client has to comply with the contract level margin requirements in Equity and Currency derivatives segments. While squaring off client open positions, BSIPL is not obliged to consider the mark to market (MTM) profit on other contracts in the portfolio of the Client. BSIPL has the right to charge margins at the group or contract level or at portfolio level.

## 16. Contact Us

For any queries or concerns please contact BSIPL by sending an email to your relationship manager or by writing to us at the following address: Barclays Securities (India) Private Limited 208, Ceejay House, Shivsagar Estate Dr Annie Besant Road, Worli, Mumbai 400 018, India Attention: Head of Compliance, Barclays.

Compliance Officer Contact Details	
Name	Mr. Yogesh Paskanti
Contact number	+91-22-6175 4000
Email ID	bsiplcompliance@barcap.com
Local Market Registration Details	
Stock Broker - INZ000269539	
Registered Office Address	
Barclays Securities (India) Private Limited 208, Ceejay House, Dr Annie Besant Road, Shivsagar Estate, Worli, Mumbai - 400 018, India Telephone: + 91-22-6719 6363, Fax: + 91-22-6719 6399	



## Tariff sheet

Unique Client Code

### Brokerage structure

Trades in Equity (and other Securities not specifically covered in this Tariff Sheet)	
Delivery	
Intra-day Square-off (on both buy and sell Leg)**	
Equity Futures	
Buy/Sell (Other than Intra-day Square-off Leg)*	
Equity Options (% of Premium)	
Buy/Sell (Other than Intra-day Square-off Leg)*	
Currency Futures	
Buy/Sell (Other than Intra-day Square-off Leg)*	
Currency Options (% of Premium)	
Buy/Sell (Other than Intra-day Square-off Leg)*	
Interest Rate Futures	
Buy/Sell (Other than Intra-day Square-off Leg)*	Same as Currency Futures

Stamp Duty, SEBI Turnover fees, Transaction Charges, Securities Transaction Tax, Goods & Services Tax and Cess are charged extra on actuals at the rates applicable from time to time.

Brokerage applicable for GS LIQUIDBEES – EQ is 0.025% plus Goods & Service Tax.

\* In case of Intra-day square-off, brokerage will be applicable/levied only on first leg.

\*\* This rate (even if mentioned) is not applicable if the broking account is opened in relation to a portfolio management service (PMS) account.

If at any time the above rates are higher than the permissible limits prescribed by the Exchanges from time to time, the latter will prevail and will be applied.

#### Interest Structure in case of MTF availed

Interest would be chargeable on the total outstanding due to BSIPL at end of day. Interest on MTF will accrue on the daily outstanding balance at the rate specified in the relevant interest letter or as notified to the client from time to time. The interest applicable shall accrue daily and shall be posted daily in the client's ledger. The interest accrued shall impact/reduce the margin availability for taking exposure in MTF on any given day. The interest will be payable on the date on which the principal outstanding under that MTF is required to be repaid or at such times and in such manner as is specified or notified by BSIPL. Interest shall accrue from day to day and be calculated on the basis of the actual number of days elapsed over a 365-day year.

Client name

Seal in case of Non-individual client

Accepted and signed by client

Rates applicable from

Date: //

Barclays offers wealth and investment products and services to its clients through Barclays Bank PLC registered in England and operates in India through its subsidiaries, including Barclays Securities (India) Private Limited (BSIPL). BSIPL is a company incorporated under the Companies Act, 1956 having CIN U67120MH2006PTC161063. BSIPL is registered and regulated by the Securities and Exchange Board of India (SEBI) as a Portfolio Manager INP000002585, Stock Broker INZ000269539 (member of NSE and BSE), Research Analyst: INH000001519; Depository Participant: IN-DP-478-2020 (DP of NSDL), Investment Adviser: INA000000391. BSIPL is also registered with BSE Administration and Supervision Limited (BASL): BASL1768 and as a Mutual Fund Distributor having AMFI ARN No. 53308. The registered office of BSIPL is at 208, Ceejay House, Shivsagar Estate, Dr. A. Besant Road, Worli, Mumbai – 400 018, India. Telephone No: +91 22 67196363, Fax number: +91 22 67196399 Compliance Officer contact details: Name: Mr.Yogesh Paskanti, Contact number: +91 22 61754000, E-mail: [bsiplcompliance@barcap.com](mailto:bsiplcompliance@barcap.com) Investor Grievance E-mail: [BSIPL.concerns@barcap.com](mailto:BSIPL.concerns@barcap.com) Website: [www.barclays.in/bsipl](http://www.barclays.in/bsipl).  
Item Ref: IN000016aBRK. 27/05/2022