



MCX

# TRADE WITH COMFORT

## Client Registration Form

CLIENT NAME	
CLIENT CODE	
BRANCH	
APPLICATION NO.	
SERIAL NO.	
DATE	

## SET OF ACCOUNT OPENING DOCUMENT

Name of member : **COMFORT COMMOTRADE LTD.**  
SEBI Unique Membership Code(UMC) No. for MCX : MCX/TM/CORP/1574 - Membership No.: 40140  
SEBI Unique Membership Code(UMC) No. for NCDEX : NCDEX/TM/CORP/1012 - Membership No.: 01037  
Registered & Dealing office address : A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064.  
Ph: 022-68948500 (Board Line)  
Ph: 022-68948569/70/71 (Dealing)  
E-mail: commodities@comfortsecurities.co.in  
Website: www.comfortcommotrade.com  
URL: www.comfortsecurities.co.in  
Compliance officer name, phone no. & email id : Navin Kumar Thakur • 86574 42369  
compliance@comfortcommotrade.com  
Director name, phone no. & email id : Mr. Bharat Nanubhai Shiroya • 98200 66280  
bharat@comfortintech.com  
Details of Clearing Member : Globe Commodities Limited • Clearing Code No.: 8550

## INDEX OF DOCUMENTS

### MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES

S.N.	Name of the Document	Brief Significance of the Document	Pg. No
1.	KYC(Account Opening) Application Form	KYC & CKYC form - Document captures the basic information about the constituent and an instruction/check list.	2-15
2.	Uniform Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the commodities market.	14-17
3.	Rights and Obligations of Members, Authorized Persons and Clients	Document stating the Rights & Obligations of member, Authorized Person and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	18-26
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For any grievance/dispute please contact **COMFORT COMMOTRADE LTD.** at the above address or email id: commodities@comfortsecurities.co.in and Phone no. 91-22 6894 8500. In case not satisfied with the response, please contact the concerned exchange(s) Exchange: MCX - Contact No.: +91-22-6731 8888 E-mail ID: grievance@mcxindia.com, Exchange: NCDEX - Contact No: +91-22-6640 6084 E-mail ID: askus@ncdex.com and on SEBI for filing complaints on SCORES Tel.: 1800 266 7575 or 1800 22 7575 • www.scores.gov.in

\*Following documents should not form part of either mandatory or Voluntary documents:

- 1) Authorization letter for any inter family/group company/related accounts adjustment
- 2) Authorization of adjustment of funds among securities exchange and commodities exchange

**Important Instructions:**

- A) Fields marked with '\*' are mandatory fields.  
 B) Please fill the form in English and in BLOCK letters.  
 C) Please fill the date in DD-MM-YYYY format.  
 D) Please read section wise detailed guidelines / instructions at the end.  
 E) List of State / U.T code as per Indian Motor Vehicle Act, 1988 is available at the end.

**COMFORT COMMOTRADE LTD.**

- F) List of two character ISO 3166 country codes is available at the end.  
 G) KYC number of applicant is mandatory for update application.  
 H) For particular section update, please tick (✓) in the box available before the section number and strike off the sections not required to be updated.

**For office use only**Application Type\* ☐ New ☐ Update(To be filled by financial institution) KYC No.  (Mandatory for KYC update required)Account Type\* ☐ Normal ☐ Simplified (for low risk customers) ☐ Small☐ 1. PERSONAL DETAILS (Please refer instruction A at the end)

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



Signature/Thumb impression

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

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

ISO 3166 Country Code of Jurisdiction of Residence\* Tax Identification Number or equivalent (If issued by jurisdiction)\* Place / City of Birth\*  ISO 3166 Country Code of Birth\* ☐ 3. PROOF OF IDENTITY (Please refer instruction C at the end)

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

<input type="checkbox"/> A- Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>
<input type="checkbox"/> B- Voter ID Card	<input type="text"/>		
<input type="checkbox"/> C- PAN Card	<input type="text"/>		
<input type="checkbox"/> D- Driving Licence	<input type="text"/>	Driving Licence Expiry Date	<input type="text"/>
<input type="checkbox"/> E- UID (Aadhaar)	<input type="text"/>		
<input type="checkbox"/> F- NREGA Job Card	<input type="text"/>		
<input type="checkbox"/> Z- Others (any document notified by the central government)	<input type="text"/>	Identification No.	<input type="text"/>
<input type="checkbox"/> S- Simplified Measures Account - Document Type code	<input type="text"/>	Identification No.	<input type="text"/>

☐ 4. PROOF OF ADDRESS (POA)\*☐ 4.1 CURRENT / PERMANENT / OVERSEAS ADDRESS DETAILS (Please see instruction D at the end)(Certified copy of any one of the following Proof of Address [PoA] needs to be submitted)

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

Address

Line 1\* Line 2 Line 3  City/Town/Village District\*  PIN/Post Code\*  State /U. T. Code\*  ISO 3166 Country Code\*

☐ Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

☐ 4.3 ADDRESS IN THE JURISDICTION DETAILS WHERE APPLICANT IS RESIDENT OUTSIDE INDIA FOR TAX PURPOSES\* (Applicable if section 2 is ticked)

☐ Same as Current / Permanent / Overseas Address details      ☐ Same as Correspondence / Local Address details

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

**6. DETAILS OF RELATED PERSON (please refer instruction G at the end)**

☐ Addition of Related Person    ☐ Deletion of Related Person    KYC Number of Related Person (if available\*)   
 Related Person Type\*    ☐ Guardian of Minor    ☐ Assignee    ☐ Authorised Representative

Name*	Prefix			First Name					Middle Name					Last Name				

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

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

☐ A-Passport Number 

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 Passport Expiry Date 

DD	—	DD	—	YY	YY
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☐ B-Voter ID Card

☐ C- PAN Card☐ D- Driving Licence☐ E- UID (Aadhaar)☐ F- NREGA Job Card

☐ Z- Others (any document notified by the central government) ID No.

☐ S- Simplified Measures Account - Document Type code ID No.

**7. REMARKS (If any)**

[illegible]

## 8. APPLICANT DECLARATION

- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Date: DD - DD - YYYY Place:

Signature / Thumb Impression of Applicant

#### 9. ATTESTATION / FOR OFFICE USE ONLY

Documents Received ☐ Certified CopiesKYC VERIFICATION CARRIED OUT BY

Date: 

		—			—			
--	--	---	--	--	---	--	--	--

Emp. Name:

Emp. Code:						Emp. Branch:					
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Emp. Designation:

[Employee Signature]

KYC VERIFICATION CARRIED OUT BY	INSTITUTION DETAILS

Date: 

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

 Name **COMFORT COMMOTRADE LTD.**

Emp. Name: 



 Code

[illegible]

Emp. Designation:

[Employee Signature] [Institution Stamp]

**General Instructions:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1 Provide KYC number of related person if available.

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

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



[illegible]

- I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

Signature / Thumb Impression of Applicant

Documents Received ☐ Certified Copies ☐ Equivalent e-document

Pos Code:

## INSTITUTION DETAILS

Name **COMFORT COMMOTRADE LTD.**

Code 

\_\_\_\_\_

[Institution Stamp]

### A Clarification / Guidelines on filling Entity Details section

- |  |   |  |
|--|---|--|
| 1 Entity Constitution Type                                 |   |  |
| A - Sole Proprietorship                                    | H - Trust   | O - Artificial Jurisical Person                  |
| B - Partnership Firm                                       | I - Liquidator                                    | P - International Organisation or Agency/Foreign |
| C - HUF  | J - Limited Liability Partnership                 | Embassy or consular Office etc.                  |
| D - Private Limited Company                                | K - Artificial Liability Partnership              | Q - Not Categorized                              |
| E - Public Limited Company                                 | L - Public Sector Banks                           | R - Others                                       |
| F - Society  | M - Central/State Government Department or Agency | S - Foreign Portfolio Investors                  |
| G - Association of Persons (AOP)/Body of Individuals (BOI) | N - Section 8 Companies (Companies Act, 2013)     |  |

2. In case of companies and partnerships, PAN of the entity is mandatory. In case of other entities, FORM 60 may be obtained if PAN is not available.

1 Activity Proof - 1 and Activity Proof - 2 are applicable for accounts in case of proprietorship firms. Please refer to relevant instructions issued by the Reserve Bank of India in this regard.

- 2 Please refer to relevant instructions issued by the regulator regarding applicable documents for the legal entity.  
3 Certified copy of document or equivalent e-document or OVD obtained through Digital KYC process to be submitted.  
4 'Equivalent e-document' means an electronic equivalent of a document, issued by the issuing authority of such document with its valid digital signature including documents issued to the digital locker account of the client as per rule 9 of the information Technology (Preservation and Retention of information by intermediaries Providing Digital Locker Facilities) Rules, 2016.  
5 'Digital KYC process' has to be carried out as stipulated in the PML Rules, 2005.  
6 KYC requirements for Foreign Portfolio Investors (FPIs) will be as specified by the concerned regulator from time to time.

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

- 2 Certified copy of document or equivalent e-document to be submitted.

1 Please mention two- digit country code and 10 digit mobile number (e.g. for Indian mobile number mention 91-9999999999).

- 2 Do not add '0' in the beginning of Mobile number.

## 1 Personal Details

- The Name should match the name as mentioned in the Proof of Identity submitted failing which the application is liable to be rejected

## 2 Proof of Address (POA)

- POA to be submitted only if the submitted POI does not have an address or address as per POI is invalid or not in force.
- State / UT code and Pin / Post Code will not be mandatory for overseas addressess.
- In case of deemed POA such as utility bill, the document need not be uploaded on CKYCR.
- REs may use the Self Declaration check box where Aadhaar authentication has been carried out successfully for a client and client wants to provide a current address, different from the address as the identity information available in the Current Identities Data Repository.

- 3 If KYC number of Related Person is available, no other details except 'Person Type' and 'Name of the Related Person' are required.

- 4 Regulated Entity (RE) shall redact (first 8 digits) of the Aadhaar number from Aadhaar related data and documents such as proof of possession of Aadhaar while uploading on CKYCR.

F Provision for capturing signature of multiple authorised persons is to be made by the RE.

Details of Promoters / Partners / karta / Trustees and whole time directors forming a part of KYC Application Form for Non-Individuals

Name of Applicant: \_\_\_\_\_ PAN of the Applicant: 

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<p>Name: _____</p> <p>Regd./Residential Address: _____</p> <p>_____</p> <p>Tel./Mobile No.: _____ DIN Number: _____</p> <p>Unique Identification Number(UID) / AADHAAR if Any: _____</p> <p>Relationship with Applicant: _____ PAN: _____ </p>	<p>Signature across Photograph</p>
--	--

Please tick, if applicable: ☐ Politically Exposed Person (PEP)  
☐ Related to a Politically Exposed Person (RPEP)  
☐ No

<p>Name: _____</p> <p>Regd./Residential Address: _____</p> <p>_____</p> <p>Tel./Mobile No.: _____ DIN Number: _____</p> <p>Unique Identification Number(UID) / AADHAAR if Any: _____</p> <p>Relationship with Applicant: _____ PAN: _____ </p>	<p>Signature across Photograph</p>
--	--

Please tick, if applicable: ☐ Politically Exposed Person (PEP)  
☐ Related to a Politically Exposed Person (RPEP)  
☐ No

<p>Name: _____</p> <p>Regd./Residential Address: _____</p> <p>_____</p> <p>Tel./Mobile No.: _____ DIN Number: _____</p> <p>Unique Identification Number(UID) / AADHAAR if Any: _____</p> <p>Relationship with Applicant: _____ PAN: _____ </p>	<p>Signature across Photograph</p>
--	--

Please tick, if applicable: ☐ Politically Exposed Person (PEP)  
☐ Related to a Politically Exposed Person (RPEP)  
☐ No

<p>Name: _____</p> <p>Regd./Residential Address: _____</p> <p>_____</p> <p>Tel./Mobile No.: _____ DIN Number: _____</p> <p>Unique Identification Number(UID) / AADHAAR if Any: _____</p> <p>Relationship with Applicant: _____ PAN: _____ </p>	<p>Signature across Photograph</p>
--	--

Please tick, if applicable: ☐ Politically Exposed Person (PEP)  
☐ Related to a Politically Exposed Person (RPEP)  
☐ No

Name & Signature of the Authorised Signatory(ies) \_\_\_\_\_ Date 

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## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

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

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

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

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

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

- Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/

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

Driving License/Flat Maintenance bill/Insurance Copy.

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

### D. Exemptions/clarifications to PAN

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

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

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

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

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

## PART - II

Please fill this form in ENGLISH and in BLOCK LETTERS.

## A. OTHER DETAILS

1. Gross Annual Income details (please specify) : Income Range per annum		For Individuals
<input type="checkbox"/> Upto Rs. 1,00,000/- <input type="checkbox"/> Rs. 1,00,001/- to Rs. 5,00,000/- <input type="checkbox"/> Rs. 5,00,001/- to Rs. 10,00,000/- <input type="checkbox"/> Rs. 10,00,001/- to Rs. 25,00,000/- <input type="checkbox"/> Rs. 25,00,001/- to 1 crore <input type="checkbox"/> Above Rs. 1 crore		
Net worth as on Date : _____ Rs. _____ (Net worth should not be older than 1 year)		
2. Occupation (please tick any one and give brief details)	<input type="checkbox"/> Private Sector <input type="checkbox"/> Public Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Farmer <input type="checkbox"/> Others (Specify) _____	
3. Please tick, if applicable <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Not a Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP) <input type="checkbox"/> Not related to a Politically Exposed Person (PEP)		For NI
4. Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors: <b>Please provide details on page no. 7</b> If you have a landline connection, kindly provide the same		

## B. BANK ACCOUNT(S) DETAILS

Bank Name	Bank Address	Bank Account No.	Account Type: Saving /Current/Others	MICR No.	IFSC Code

Note: Provide Cancelled Cheque leaf/pass book/bank statement specifying name of the client, MICR Code &amp;/ or IFSC Code of the bank.





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

Depository Participant Name	Depository Name (NSDL/CDSL)	Beneficiary name	DP ID	Beneficiary ID (BO ID)

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

## D. TRADING PREFERENCES

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

Sr. No.	Name of the National Commodity Exchanges #	Date of Consent for trading on concerned Exchange	Signature of the Client
1	Multi Commodities Exchange of India Limited (MCX) Futures		
	Options		
2	National Commodities & Derivatives Exchange Ltd. (NCDEX) Futures		
	Options		

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

#### E. INVESTMENT/TRADING EXPERIENCE

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

#### F. GST REGISTRATION DETAILS (As applicable, state wise, please use a separate sheet if space's insufficient)

PLACE	GST REGISTRATION NO.
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

#### G. VAT DETAILS (As applicable, State wise)

- Local VAT Registration No. : \_\_\_\_\_
- Validity Date : \_\_\_\_\_
- Name of the State : \_\_\_\_\_
- Other VAT Registration No. : \_\_\_\_\_
- Name of the State : \_\_\_\_\_
- Validity Date : \_\_\_\_\_

#### H. PAST REGULATORY ACTIONS

Details of any action/proceedings initiated/pending/ taken by SEBI/Stock exchange/Commodity exchange/any other authority against the client or its Partners/promoters/whole time directors/authorized persons in charge during the last 3 years: ☐ Yes ☐ No If yes, attach annexure giving details

#### I. DEALINGS THROUGH OTHER MEMBERS

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

Member's / Authorized Person (AP)'s Name: \_\_\_\_\_

Exchange: \_\_\_\_\_

Exchange's Registration number: \_\_\_\_\_

Concerned Member's Name with whom the AP is registered: \_\_\_\_\_

Registered office address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Client Code: \_\_\_\_\_ Details of disputes/dues pending from/to such Member/AP: \_\_\_\_\_

<b>J. INTRODUCER DETAILS (optional) &amp; Sub-Broker/Authorized Person</b>	
Name of the Introducer: _____	
Address and phone no. of the Introducer: _____	
Signature of the Introducer _____	
Status of the Introducer: Authorized Person/Existing Client/Others, please specify _____	
Name of Sub-Broker/Authorized Person: _____	
Address and phone no. of Sub-Broker/Authorized Person: _____	
Signature of the Sub-Broker/Authorized Person: _____	
<b>K. ADDITIONAL DETAILS</b>	
Whether you wish to receive communication from Member in electronic form on your Email-id [Yes / No]: _____	
<b>L. NOMINATION DETAILS - (Applicable only for Individual)</b>	
<b>I/We wish to nominate I/ We do not wish to nominate</b>	
Name of the Nominee: _____ Relationship with the Nominee: _____	
PAN of Nominee: _____ Date of Birth of Nominee: _____	
Address and phone no. of the Nominee: _____	
<b>If Nominee is a minor, details of guardian:</b>	
Name of guardian: _____ Address and ph. no. of Guardian: _____	
Signature of guardian _____	
<b>WITNESSES</b> (Only applicable in case the account holder has made nomination)	
Name _____	Name _____
Signature _____	Signature _____
Address _____	Address _____
<b>DECLARATION</b>	
<p>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 change 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.</p> <p>2. I/We confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/non-mandatory documents.</p> <p>3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s), 'Risk Disclosure Document' and 'Do's and Dont's'. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on Member's designated website, if any.</p>	
Place: _____	<div style="text-align: center;">              _____  <b>Signature of Client</b> </div>
Date: _____	

**FOR OFFICE USE ONLY**

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

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

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

**For Comfort Commotrade Ltd.**

Director / Authorised Signatory

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

**INSTRUCTIONS/ CHECK LIST**

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	Self declaration with relevant supporting of assets documents.

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

### A. IMPORTANT POINTS:

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

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

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

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

(Note: Documents having an expiry date should be valid on the date of submission.)

1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
3. Bank Account Statement/Passbook -- Not more than 3 months old.
4. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
5. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
6. The proof of address in the name of the spouse may be accepted.

### D. Exemptions to PAN

(Note: Sufficient documentary evidence in support of such claims to be collected.)

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

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

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India,

Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.

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

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

## RISK DISCLOSURE DOCUMENT

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

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

You must know and appreciate that investment in commodity futures contracts/ derivatives or other instruments traded on the Commodity Exchange(s), which have varying element of risk, is generally not an appropriate avenue for someone of limited resources/ limited investment and/ or trading experience and low risk tolerance. You should, therefore, carefully consider whether such trading is suitable for you in the light of your financial condition. In case, you trade on the Exchange and suffer adverse consequences or loss, you shall be solely responsible for the same and the Exchange shall not be responsible, in any manner whatsoever, for the same and it will not be open for you to take the plea that no adequate disclosure regarding the risks involved was made or that you were not explained the full risk involved by the concerned member. The Client shall be solely responsible for the consequences and no contract can be rescinded on that account.

You must acknowledge and accept that there can be no guarantee of profits or no exception from losses while executing orders for purchase and/or sale of a commodity derivatives being traded on the Exchange.

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

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

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

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

#### **i. Risk of Higher Volatility**

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

#### **ii. Risk of Lower Liquidity**

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



### **iii. Risk of Wider Spreads**

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

### **iv. Risk-reducing orders**

- a. Most of the Exchanges have a facility for investors to place "limit orders", "stop loss orders" etc. Placing of such orders (e.g. "stop loss" orders or "limit" orders) which are intended to limit losses to certain amounts may not be effective many a time because rapid movement in market conditions may make it impossible to execute such orders.
- b. A "market" order will be executed promptly, subject to availability of orders on opposite side, without regard to price and that while the customer may receive a prompt execution of a "market" order, the execution may be at available prices of outstanding orders, which satisfy the order quantity, on price time priority. It may be understood that these prices may be significantly different from the last traded price or the best price in that commodity derivatives contract.
- c. A "limit" order will be executed only at the "limit" price specified for the order or a better price. However, while the client received price protection, there is a possibility that the order may not be executed at all.
- d. A stop loss order is generally placed "away" from the current price of a commodity derivatives contract, and such order gets activated if and when the contract reaches, or trades through, the stop price. Sell stop orders are entered ordinarily below the current price, and buy stop orders are entered ordinarily above the current price. When the contract approaches pre-determined price, or trades through such price, the stop loss order converts to a market/limit order and is executed at the limit or better. There is no assurance therefore that the limit order will be executable since a contract might penetrate the predetermined price, in which case, the risk of such order not getting executed arises, just as with a regular limit order.

### **v. Risk of News Announcements**

- a. Traders/Manufacturers make news announcements that may impact the price of the commodities and/or commodity derivatives contracts. These announcements may occur during trading and when combined with lower liquidity and higher volatility may suddenly cause an unexpected positive or negative movement in the price of the commodity/ commodity derivatives contract.

### **vi. Risk of Rumours**

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

### **vii. System Risk**

- a. High volume trading will frequently occur at the market opening and before market close. Such high volumes may also occur at any point in the day. These may cause delays in order execution or confirmation.
- b. During periods of volatility, on account of market participants continuously modifying their order quantity or prices or placing fresh orders, there may be delays in execution of order and its confirmation.
- c. Under certain market conditions, it may be difficult or impossible to liquidate a position in the market at a reasonable price or at all, when there are no outstanding orders either on the buy side or the sell side, or if trading is halted in a commodity due to any action on account of unusual trading activity or price hitting circuit filters or for any other reason.

### **viii. System/ Network Congestion**

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

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

### **Effect of "Leverage" or "Gearing":**

- a. The amount of margin is small relative to the value of the commodity derivatives contract so the transactions are 'leveraged' or 'geared'. Commodity Derivatives trading, which is conducted with a relatively small

amount of margin, provides the possibility of great profit or loss in comparison with the principal investment amount. But transactions in commodity derivatives carry a high degree of risk. You should therefore completely understand the following statements before actually trading in commodity derivatives contracts and also trade with caution while taking into account one's circumstances, financial resources, etc.

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

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

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

### **4. General**

#### **i. Deposited cash and property:**

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

#### **ii. Commission and other charges:**

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

#### **iii. For rights and obligations of the Members/Authorised Persons/ clients, please refer to Annexure 3**

#### **iv. The term 'Constituent' shall mean and include a Client, a Customer or an Investor, who deals with a member for the purpose of trading in the commodity derivatives through the mechanism provided by the Exchange.**

#### **v. The term 'member' shall mean and include a Trading Member or a Member/Broker, who has been admitted as such by the Exchange and got a registration certificate from SEBI.**

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

## Additional Risk Disclosure documents for Options Trading

### Risk of Option holders:

1. An option holder runs the risk of losing the entire amount paid for the option in a relatively short period of time. This risk reflects the nature of an option as a wasting asset which becomes worthless when it expires. An option holder who neither sells his option in the secondary market nor exercises it prior to its expiration will necessarily lose his entire investment in the option. If the price of the underlying does not change in the anticipated direction before the option expires, to an extent sufficient to cover the cost of the option, the investor may lose all or a significant part of his investment in the option.
2. The Exchanges may impose exercise restrictions and have absolute authority to restrict the exercise of options at certain times in specified circumstances.

### Risk of Option holders:

1. If the price movement of the underlying is not in the anticipated direction, the option writer runs the risks of losing substantial amount.
2. The risk of being an option writer may be reduced by the purchase of other options on the same underlying interest and thereby assuming a spread position or by acquiring other types of hedging positions in the options markets or other markets. However, even where the writer has assumed a spread or other hedging position, the risks may still be significant. A spread position is not necessarily less risky than a simple 'long' or 'short' position.
3. Transactions that involve buying and writing multiple options in combination, or buying or writing options in combination with buying or selling short the underlying interests, present additional risks to investors. Combination transactions, such as option spreads, are more complex than buying or writing a single option. And it should be further noted that, as in any area of investing, a complexity not well understood is, in itself, a risk factor. While this is not to suggest that combination strategies should not be considered, it is advisable, as is the case with all investments in options, to consult with someone who is experienced and knowledgeable with respect to the risks and potential rewards of combination transactions under various market circumstances.

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

**RIGHTS AND OBLIGATIONS OF MEMBERS, AUTHORIZED PERSONS AND CLIENTS  
AS PRESCRIBED BY SEBI AND COMMODITY EXCHANGES**

1. The client shall invest/trade in those commodities /contracts/other instruments admitted to dealings on the Exchanges as defined in the Rules, Byelaws and Business Rules/ Regulations of Exchanges/SEBI and circulars/ notices issued there under from time to time.
  2. The Member, Authorized Person and the client shall be bound by all the Rules, Byelaws and Business Rules of the Exchange and circulars/notices issued there under and Rules and Regulations of SEBI and relevant notifications of Government authorities as may be in force from time to time.
  3. The client shall satisfy himself of the capacity of the Member to deal in commodities and/or deal in derivatives contracts and wishes to execute its orders through the Member and the client shall from time to time continue to satisfy itself of such capability of the Member before executing orders through the Member.
  4. The Member shall continuously satisfy itself about the genuineness and financial soundness of the client and investment objectives relevant to the services to be provided.
  5. The Member shall take steps to make the client aware of the precise nature of the Member's liability for business to be conducted, including any limitations, the liability and the capacity in which the Member acts.
  6. Requirements of professional diligence
    - a. The Member must exercise professional diligence while entering into a financial contract or discharging any obligations under it.
    - b. "professional diligence" means the standard of skill and care that a Member would be reasonably expected to exercise towards a Client, commensurate with-
      - i. honest market practice;
      - ii. the principle of good faith;
      - iii. the level of knowledge, experience and expertise of the Client;
      - iv. the nature and degree of risk embodied in the financial product\* or financial service being availed by the Client; and
      - v. the extent of dependence of the Clients on the Member.
- \* Commodity derivative contract
7. The Authorized Person shall provide necessary assistance and co-operate with the Member in all its dealings with the client(s).

**CLIENT INFORMATION**

8. The client shall furnish all such details in full as are required by the Member in "Account Opening Form" with supporting details, made mandatory by commodity exchanges/SEBI from time to time.
9. The client shall familiarize himself with all the mandatory provisions in the Account Opening documents. Any additional clauses or documents specified by the Member shall be non-mandatory; therefore, subject to specific acceptance by the client.
10. The client shall immediately notify the Member in writing if there is any change in the information in the 'account opening form' as provided at the time of account opening and thereafter; including the information on winding up petition/insolvency petition or any litigation which may have material bearing on his capacity. The client shall provide/update the financial information to the Member on a periodic basis.
11. A. Protection from unfair terms in financial contracts\*\*
  - a. An unfair term of a non-negotiated contract will be void.
  - b. A term is unfair if it -
    - i. causes a significant imbalance in the rights and obligations of the parties under the financial contract, to the detriment of the Client; and
    - ii. is not reasonably necessary to protect the legitimate interests of the Member.
  - c. The factors to be taken into account while determining whether a term is unfair, include -
    - i. the nature of the financial product or financial service dealt with under the financial contract;
    - ii. the extent of transparency of the term;

\*\*Contracts offered by commodity exchanges

- iii. the extent to which the term allows a Clients to compare it with other financial contracts for similar financial products or financial services; and
    - iv. the financial contract as a whole and the terms of any other contract on which it is dependent.
  - d. A term is transparent if it -
    - i. is expressed in reasonably plain language that is likely to be understood by the Client;
    - ii. is legible and presented clearly; and
    - iii. is readily available to the Client affected by the term.
  - e. If a term of a financial contract is determined to be unfair under point 11.A.c, the parties will continue to be bound by the remaining terms of the financial contract to the extent that the financial contract is capable of enforcement without the unfair term.
11. B.
- a. "Non-negotiated contract" means a contract whose terms, other than the terms contained in point 11.C. (given below) are not negotiated between the parties to the financial contract and includes -
    - i. a financial contract in which, relative to the Client, the Member has a substantially greater bargaining power in determining terms of the financial contract; and
    - ii. a standard form contract.
  - b. "Standard form contract" means a financial contract that is substantially not negotiable for the Clients, except for the terms contained in point 11.C.
  - c. Even if some terms of a financial contract are negotiated in form, the financial contract may be regarded as a non-negotiated contract if so indicated by -
    - i. an overall and substantial assessment of the financial contract; and
    - ii. the substantial circumstances surrounding the financial contract
  - d. In a claim that a financial contract is a non-negotiated contract, the onus of demonstrating otherwise will be on the Member.
11. C.
- a. The above does not apply to a term of a financial contract if it -
    - i. defines the subject matter of the financial contract;
    - ii. sets the price that is paid, or payable, for the provision of the financial product or financial service under the financial contract and has been clearly disclosed to the Client; or
    - iii. is required, or expressly permitted, under any law or regulations.
  - b. The exemption under point 11.C does not apply to a term that deals with the payment of an amount which is contingent on the occurrence or non-occurrence of any particular event.
12. The Member and Authorized Person shall maintain all the details of the client as mentioned in the account opening form or any other information pertaining to the client, confidentially and that they shall not disclose the same to any person/authority except as required under any law/regulatory requirements. Provided however that the Member may so disclose information about his client to any person or authority with the express permission of the client.
13. A. Protection of personal information and confidentiality
- a. "Personal information" means any information that relates to a Client or allows a Client's identity to be inferred, directly or indirectly, and includes -
    - i. name and contact information;
    - ii. biometric information, in case of individuals
    - iii. information relating to transactions in, or holdings of, financial products
    - iv. information relating to the use of financial services; or
    - v. such other information as may be specified.
13. B.
- a. A Member must -
    - i. not collect personal information relating to a Client in excess of what is required for the provision of a financial product or financial service;
    - ii. maintain the confidentiality of personal information relating to Clients and not disclose it to a third party, except in a manner expressly permitted under point 13.B.b.;

- iii. make best efforts to ensure that any personal information relating to a Client that it holds is accurate, up to date and complete;
    - iv. ensure that Clients can obtain reasonable access to their personal information, subject to any exceptions that the Regulator may specify; and
    - v. allow Clients an effective opportunity to seek modifications to their personal information to ensure that the personal information held by the Member is accurate, up to date and complete.
  - b. A Member may disclose personal information relating to a Client to a third party only if -
    - i. it has obtained prior written informed consent of the Client for the disclosure, after giving the Client an effective opportunity to refuse consent;
    - ii. the Client has directed the disclosure to be made;
    - iii. the Regulator has approved or ordered the disclosure, and unless prohibited by the relevant law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - iv. the disclosure is required under any law or regulations, and unless prohibited by such law or regulations, the Client is given an opportunity to represent under such law or regulations against such disclosure;
    - v. the disclosure is directly related to the provision of a financial product or financial service to the Client, if the Member -
      - 1. informs the Client in advance that the personal information may be shared with a third party; and
      - 2. makes arrangements to ensure that the third party maintains the confidentiality of the personal information in the same manner as required under this Part; or
    - vi. the disclosure is made to protect against or prevent actual or potential fraud, unauthorised transactions or claims, if the Member arranges with the third party to maintain the confidentiality of the personal information in the manner required under this Part.-
  - c. "Third party" means any person other than the concerned Member, including a person belonging to the same group as the Member.
14. A Requirement of fair disclosure both initially and on continuing basis
- a. Member must ensure fair disclosure of information that is likely to be required by a Client to make an informed transactional decision.
  - b. In order to constitute fair disclosure, the information must be provided -
    - i. sufficiently before the Client enters into a financial contract, so as to allow the Client reasonable time to understand the information;
    - ii. in writing and in a manner that is likely to be understood by a Client belonging to a particular category; and
    - iii. in a manner that enables the Client to make reasonable comparison of the financial product or financial service with other similar financial products or financial services.
  - c. The types of information that must be disclosed to a Client in relation to a financial product or financial service, which may include information regarding -
    - i. main characteristics of the financial product or financial service, including its features, benefits and risks to the Client;
    - ii. consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
    - iii. existence, exclusion or effect of any term in the financial product or financial contract;
    - iv. nature, attributes and rights of the Member, including its identity, regulatory status and affiliations;
    - v. contact details of the Member and the methods of communication to be used between the Member and the Client;
    - vi. rights of the Client to rescind a financial contract within a specified period; or
    - vii. rights of the Client under any law or regulations.
14. B.
- a. Member must provide a Client that is availing a financial product or financial service provided by it, with the following continuing disclosures -
    - i. any material change to the information that was required to be disclosed under point 14.A at the time

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

## **MARGINS**

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

## **TRANSACTIONS AND SETTLEMENTS**

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

## **BROKERAGE**

22. The Client shall pay to the Member brokerage and statutory levies as are prevailing from time to time and as they apply to the Client's account, transactions and to the services that Member renders to the Client. The Member shall not charge brokerage more than the maximum brokerage permissible as per the Rules, Business Rules and Bye-laws of the relevant commodity exchanges and/or Rules of SEBI.

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

23. Without prejudice to the Member's other rights (including the right to refer a matter to arbitration), the client understands that the Member shall be entitled to liquidate/close out all or any of the client's positions for non-payment of margins or other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations. Any and all losses and financial charges on account of such liquidation/closing-out shall be charged to and borne by the client.
24. 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 commodities which the client has ordered to be bought or sold, Member may close out the transaction of the client and claim losses, if any, against the estate of the client. The client or his nominees, successors, heirs and assignee shall be entitled to any surplus which may result there from. The client shall note that transfer of funds/commodities in favor of a Nominee shall be valid discharge by the

Member against the legal heir.

## **DISPUTE RESOLUTION**

25. The Member shall co-operate in redressing grievances of the client in respect of all transactions routed through it.
26. The client and the Member shall refer any claims and/or disputes with respect to deposits, margin money, etc., to arbitration as per the Rules, Byelaws and Business Rules of the Exchanges where the trade is executed and circulars/notices issued thereunder as may be in force from time to time.
27. The client/Member understands that the instructions issued by an authorized representative for dispute resolution, if any, of the client/Member shall be binding on the client/Member in accordance with the letter authorizing the said representative to deal on behalf of the said client/Member.
28. Requirement for each Member to have an effective grievance redress mechanism which is accessible to all its Clients
- a. A Member must have in place an effective mechanism to receive and redress complaints from its Clients in relation to financial products or financial services provided by it, or on its behalf, in a prompt and fair manner.
  - b. A Member must inform a Client, at the commencement of relationship with the Client and at such other time when the information is likely to be required by the Client, of -
    - i. the Client's right to seek redress for any complaints; and
    - ii. the processes followed by the Member to receive and redress complaints from its Clients.
29. A. Suitability of advice for the Client
- Right to receive advice that is suitable taking into account the relevant personal circumstances of the Client, such as the Clients financial circumstances and needs. This obligation would apply to persons who render advice to Clients and the regulator may specify categories of financial products and service that necessarily require such advice to be given.
- a. A Member must -
    - i. make all efforts to obtain correct and adequate information about the relevant personal circumstances of a Client; and
    - ii. ensure that the advice given is suitable for the Client after due consideration of the relevant personal circumstances of the Client.
  - b. If it is reasonably apparent to the Member that the available information regarding the relevant personal circumstances of a Client is incomplete or inaccurate, the Member must warn the Client of the consequences of proceeding on the basis of incomplete or inaccurate information.
  - c. If a Client intends to avail of a financial product or financial service that the Member determines unsuitable for the Client, the Member -
    - i. must clearly communicate its advice to the Client in writing and in a manner that is likely to be understood by the Client; and
    - ii. may provide the financial product or financial service requested by the Client only after complying with point 29.A.a and obtaining a written acknowledgement from the Client.
30. Dealing with conflict of interest
- In case of any conflict between the interests of a Client and that of the Member, preference much be given to the Client interests.
- a. A member must -
    - i. provide a Client with information regarding any conflict of interests, including any conflicted remuneration that the Member has received or expects to receive for making the advice to the Client; and
    - ii. give priority to the interests of the Client if the Member knows, or reasonably ought to know, of a conflict between -
      1. its own interests and the interests of the Client; or
      2. the interests of the concerned Member and interests of the Client, in cases where the Member is a financial representative.
  - b. The information under point 16a.i. must be given to the Client in writing and in a manner that is likely to be



understood by the Client and a written acknowledgement of the receipt of the information should be obtained from the Client.

- C. In this section, "conflicted remuneration" means any benefit, whether monetary or non-monetary, derived by a Member from persons other than Clients, that could, under the circumstances, reasonably be expected to influence the advice given by the Member to a Client.

#### **TERMINATION OF RELATIONSHIP**

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

#### **ADDITIONAL RIGHTS AND OBLIGATIONS**

34. The Member and client shall reconcile and settle their accounts from time to time as per the Rules, Business Rules, Bye Laws, Circulars, Notices and Guidelines issued by SEBI and the relevant Exchanges where the trade is executed.
35. The Member shall issue a contract note to his clients for trades executed in such format as may be prescribed by the Exchange from time to time containing records of all transactions including details of order number, trade number, trade time, trade price, trade quantity, details of the derivatives contract, client code, brokerage, all charges levied etc. and with all other relevant details as required therein to be filled in and issued in such manner and within such time as prescribed by the Exchange. The Member shall send contract notes to the investors within 24 hours of the execution of the trades in hard copy and/or in electronic form using digital signature.
36. The Member shall make pay out of funds or delivery of commodities as per the Exchange Rules, Bye- Laws, Business Rules and Circulars, as the case may be, to the Client on receipt of the payout from the relevant Exchange where the trade is executed unless otherwise specified by the client and subject to such terms and conditions as may be prescribed by the relevant Exchange from time to time where the trade is executed.
37. The Member shall send a complete 'Statement of Accounts' for both funds and commodities in respect of each of its clients in such periodicity and format within such time, as may be prescribed by the relevant Exchange, from time to time, where the trade is executed. The Statement shall also state that the client shall report errors, if any, in the Statement within such time as may be prescribed by the relevant Exchange from time to time where the trade was executed, from the receipt thereof to the Stock broker.
38. The Member shall send margin statements to the clients on daily basis. Margin statement should include, inter alia, details of collateral deposited, collateral utilized and collateral status (available balance/due from client) with break up in terms of cash, Fixed Deposit Receipts (FDRs), Bank Guarantee, warehouse receipts, securities etc.
39. The Client shall ensure that it has the required legal capacity to, and is authorized to, enter into the relationship with Member and is capable of performing his obligations and undertakings hereunder. All actions required to be taken to ensure compliance of all the transactions, which the Client may enter into shall be completed by the Client prior to such transaction being entered into.
40. In case, where a member surrenders his/ her/ its membership, Member gives a public notice inviting claims, if any, from investors. In case of a claim relating to transactions executed on the trading system of the Exchange, ensure that client lodge a claim with the Exchange within the stipulated period and with the supporting

documents.

41. A.

Protection from unfair conduct which includes misleading conduct & abusive conduct

- a. Unfair conduct in relation to financial products or financial services is prohibited.
- b. "Unfair conduct" means an act or omission by a Member or its financial representative that significantly impairs, or is likely to significantly impair, the ability of a Client to make an informed transactional decision and includes -
  - i. misleading conduct under point 41.B
  - ii. abusive conduct under point 41.0
  - iii. such other conduct as may be specified.

41. B.

- a. Conduct of a Member or its financial representative in relation to a determinative factor is misleading if it is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise, and the conduct involves –
  - i. providing the Client with inaccurate information or information that the Member or financial representative does not believe to be true; or
  - ii. providing accurate information to the Client in a manner that is deceptive.
- b. In determining whether a conduct is misleading under point 41.B.a, the following factors must be considered to be "determinative factors" -
  - i. the main characteristics of a financial product or financial service, including its features, benefits and risks to the Client;
  - ii. the Client's need for a particular financial product or financial service or its suitability for the Client;
  - iii. the consideration to be paid for the financial product or financial service or the manner in which the consideration is calculated;
  - iv. the existence, exclusion or effect of any term in a financial contract, which is material term in the context of that financial contract;
  - v. the nature, attributes and rights of the Member, including its identity, regulatory status and affiliations; and
  - vi. the rights of the Client under any law or regulations.

41. C.

- a. A conduct of a Member or its financial representative in relation to a financial product or financial service is abusive if it -
  - i. involves the use of coercion or undue influence; and
  - ii. causes or is likely to cause the Client to take a transactional decision that the Client would not have taken otherwise.
- b. In determining whether a conduct uses coercion or undue influence, the following must be considered-
  - i. the timing, location, nature or persistence of the conduct;
  - ii. the use of threatening or abusive language or behaviour;
  - iii. the exploitation of any particular misfortune or circumstance of the Client, of which the Member is aware, to influence the Client's decision financial product or financial service;
  - iv. any non-contractual barriers imposed by the Member where the Client wishes to exercise rights under a financial contract, including-
  - v. the right to terminate the financial contract;
  - vi. the right to switch to another financial product or another Member and
  - vii. a threat to take any action, depending on the circumstances in which the threat is made.

**ELECTRONIC CONTRACT NOTES (ECN)**

42. In case, client opts to receive the contract note in electronic form, he shall provide an appropriate email id (created by the client) to the Member (Kindly refer Appendix A of Annexure 3). Member shall ensure that all the rules/Business Rule/Bye-Laws/ circulars issued from time to time in this regard are complied with. The client shall communicate to the Member any change in the email-id through a physical letter. If the client has opted for internet trading, the request for change of email id may be made through the secured access by way

of client specific user id and password.

43. The Member shall ensure that all ECNs sent through the e-mail shall be digitally signed, encrypted, nontamperable and in compliance with the provisions of the IT Act, 2000. In case, ECN is sent through e-mail as an attachment, the attached file shall also be secured with the digital signature, encrypted and non-tamperable.
44. The client shall note that non-receipt of bounced mail notification by the Member shall amount to delivery of the contract note at the e-mail ID of the client.
45. The Member shall retain ECN and acknowledgement of the e-mail in a soft and non-tamperable form in the manner prescribed by the exchange in compliance with the provisions of the IT Act, 2000 and as per the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges from time to time. The proof of delivery i.e., log report generated by the system at the time of sending the contract notes shall be maintained by the Member for the specified period under the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges. The log report shall provide the details of the contract notes that are not delivered to the client/e-mails rejected or bounced back. The Member shall take all possible steps to ensure receipt of notification of bounced mails by him at all times within the stipulated time period under the extant rules/circulars/guidelines issued by SEBI/Commodity exchanges.
46. The Member shall continue to send contract notes in the physical mode to such clients who do not opt to receive the contract notes in the electronic form. Wherever the ECNs have not been delivered to the client or has been rejected (bouncing of mails) by the e-mail ID of the client, the Member shall send a physical contract note to the client within the stipulated time under the extant Regulations/ Rules, Bye-Laws, Business Rules and Circulars of SEBI/commodity exchanges and maintain the proof of dispatch and delivery of such physical contract notes.
47. In addition to the e-mail communication of the ECNs to the client, the Member shall simultaneously publish the ECN on his designated web-site, if any, in a secured way and enable relevant access to the clients and for this purpose, shall allot a unique user name and password to the client, with an option to the client to save the contract note electronically and/or take a print out of the same.
48. The Electronic Contract Note (ECN) declaration form obtained from the Client who opts to receive the contract note in electronic form. This declaration will remain valid till it is revoked by the client.

#### **LAW AND JURISDICTION**

49. In addition to the specific rights set out in this document, the Member, Authorised Person and the client shall be entitled to exercise any other rights which the Member or the client may have under the Rules, Bye-laws and Business Rules of the Exchanges in which the client chooses to trade and circulars/notices issued thereunder or Rules of SEBI.
50. The provisions of this document shall always be subject to Government notifications, any rules, guidelines and circulars/notices issued by SEBI and Circulars, Rules, Business Rules and Bye laws of the relevant commodity exchanges, where the trade is executed, that may be in force from time to time.
51. The Member and the client shall abide by any award passed by the Arbitrator(s) under the Arbitration and Conciliation Act, 1996. However, there is also a provision of appeal, if either party is not satisfied with the arbitration award.
52. Words and expressions which are used in this document but which are not defined herein shall, unless the context otherwise requires, have the same meaning as assigned thereto in the Rules, Byelaws and Regulations/ Business Rules and circulars/notices issued thereunder of the Exchanges/SEBI.
53. All additional voluntary/non-mandatory clauses/document added by the Member should not be in contravention with Rules/ Business Rules/Notices/Circulars of Exchanges/SEBI. Any changes in such voluntary clauses/document(s) need to be preceded by a notice of 15 days. Any changes in the rights and obligations which are specified by Exchanges/SEBI shall also be brought to the notice of the clients.
54. If the rights and obligations of the parties hereto are altered by virtue of change in Rules of SEBI or Bye-laws, Rules and Business Rules of the relevant commodity exchanges where the trade is executed, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.
55. Members are required to send account statement to their clients every month.

Client Signature: 

## INTERNET & WIRELESS TECHNOLOGY BASED TRADING FACILITY PROVIDED BY MEMBERS TO CLIENT

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

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

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

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

**Do's**

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

- c) In case you have not opted for maintaining running account and pay-out is not received on the next working day of the receipt of payout from the exchanges, please refer the matter to the Member. In case there is dispute, ensure that you lodge a complaint in writing immediately with the Investors Grievance Cell of the relevant Commodity exchange.
  - d) Please register your mobile number and email id with the Member, to receive trade confirmation alerts/ details of the transactions through SMS or email, by the end of the trading day, from the commodity exchanges.
25. You should familiarize yourself with the protection accorded to the money or other property you may deposit with your member, particularly in the event of a default in the commodity derivatives or the member becomes insolvent or bankrupt.
  26. Please ensure that you have a documentary proof of having made the deposit of such money or property with the member, stating towards which account such money or property deposited.
  27. In case your problem/grievance/issue is not being sorted out by concerned Member/Authorised Person then you may take up the matter with the concerned Commodity Exchange. If you are not satisfied with the resolution of your complaint then you can escalate the matter to SEBI.

#### **Don'ts**

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

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

This is a mandatory document dealing with policies and procedures for each of the following headings, as followed by Comfort Commotrade Ltd. (MCX/NCDEX) hereafter referred to as "Comfort" for its clients:

**A) SETTING UP CLIENT'S EXPOSURE LIMITS:**

Comfort computes and assigns exposure limits based on its own assessment of market / security risks in combination with its assessment of client specific risk. The limits and exposures shall therefore vary from client to client and portfolio to portfolio. In the F&O segment, the minimum margin applicable shall be the statutory margin as required to be collected upfront by the concerned exchange. The risk management team shall be available during market hours to inform the clients of their set exposure limits upon request / telephonic enquiry.

**B) APPLICABLE BROKERAGE RATE:**

The brokerage to be levied on trades executed through Comfort shall not exceed the rates as stated below. Comfort shall take written consent of the client, should the applied brokerage be revised upwards from the amounts stated below. Brokerage applied at rates equal to or below the stated rates shall not need client consent.

Exchange	Segment	Maximum Applicable Brokerage %	Brokerage Minimum Amount
Any	Commodity Futures		
Any	Commodity Futures		

In addition to brokerage, applicable transaction charges to cover exchange / clearing / SEBI / other statutory duties / taxes shall apply.

**C) PENALTY / DELAYED PAYMENT CHARGES:**

Clients may be charged delayed payment charges on debit balances overdue @ 18% p.a. from the date such amounts become due till the time of realization of such amounts on reducing balance basis.

Only clients who are levied delayed payment charges shall receive delayed payment charges on credit balances overdue @ 18% p.a. on reducing balance basis under the following conditions:

- For clients who are not maintaining funds on a running / current a/c basis with Comfort, from the date such amounts become due till the time of payment of such amounts provided client has no outstanding funds / securities / trade obligation / position on such due date.
- For clients who are maintaining funds on a running / current a/c basis with Comfort, from the date + 1 working days such amounts were demanded till the time of payment of such amounts, provided client has no outstanding funds / securities / trade obligation / position on the date of such demand.

The client shall also indemnify Comfort against all charges / penalties / costs that Comfort may incur due to non fulfillment of client's obligations with respect to trades / positions / limits / deliveries / funds pay ins / margins / etc and Comfort shall debit the client account with such charges / penalties / costs.

**D) RIGHT TO SELL CLIENT'S COMMODITIES / SECURITIES OR CLOSE CLIENT'S POSITION:**

Comfort reserves the right to sell client's commodities / securities and/or close out position without any intimation to the client in the following circumstances:

- The client is running a debit balance which is overdue by more than 24hrs.
- In circumstances where the real time MTM loss of the client crosses 90% of the total available credit balance at the time.
- The client fails to bring in minimum margins as required to be collected by the respective exchanges as per the margin statement sent to the client.
- The client fails to bring in additional margins over and above statutory margins as required by Comfort based on its own assessment of risk within 24hrs of receiving written / email communication from Comfort of such requirements.
- The cash component of margins provided by the client falls below 50% of the total margins provided by the client. In these circumstances, Comfort reserves the right to liquidate securities to the extent required to

increase the cash component to 50%.

- f) Comfort also reserves the right to close out position of the client who is in breach of any of the terms and conditions / agreements signed between the client and Comfort.

Provided that Comfort shall sell client's securities and/or close out position to the extent of the debit balance/ margin required for compliance as mentioned above, rounding off amounts excluded.

**E) SHORTAGES ARISING OUT OF INTERNAL NETTING OF TRADES:**

If the client fails to deliver the commodity sold for delivery which is to be received internally by another client, client shall be given till T+1 day to buy the commodity to enable delivery to the receiving client. The following rules shall apply for the same:

- The client responsible for the first instance of shortage shall be responsible for any further auction of commodities should the receiving client fail to deliver the same owing to delay in pay out to him.
- For clients not covering the short on T+1 day, a close out at LTP + 10% shall be effected on the price of the commodity on T+1 day.

**F) CONDITIONS UNDER WHICH CLIENTS MAY NOT BE ALLOWED TO TAKE FURTHER POSITION OR THE EXISTING POSITION MAY GET CLOSED:**

Comfort reserves the right to refuse any order that increases the position / exposure of the client at any time without assigning any reason whatsoever. In such a situation, the client may withdraw the excess margin forthwith, but cannot force Comfort to fill the order to increase position further. Client cannot claim "opportunity loss" from Comfort under any circumstances.

Clients' existing position may be closed under the same circumstances as listed in point D herein before for close outs / sale of securities.

**G) TEMPORARILY SUSPENDING OR CLOSING A CLIENT'S ACCOUNT AT THE CLIENT'S REQUEST:**

The account of the client can be suspended temporarily on specific written request received from the client.

**H) DEREGISTERING A CLIENT:**

The Member will de-register a client without any prior intimation / notice, in addition to the termination clause of the client member agreement, with regards to:

- a) The client being declared a defaulter by any of the regulatory bodies of the country or under any law being in force;
- b) In the event of member becoming aware of any proceedings being initiated against the client by any of the regulatory bodies of the country or under any law being in force or the client being involved in any criminal proceedings or any illegal business or the member becoming aware of the client's past offences which are illegal or prohibited by the regulatory bodies of the country or under any law being in force
- c) The death of the client;
- d) The existing depository account is closed and no alternative depository account details are provided;
- e) The client makes a voluntary written request to de-register itself/himself;
- f) In the event of member becoming aware of client defaulting in meeting its obligation to the member
- g) On the specific written directions of any statutory / legal authority / Regulatory Authority.

I / We have read and understood the above policy for RMS and Controls of the member and state that I / We will strictly abide by the conditions laid in this policy.



Signature

(Please affix Stamp of HUF / Sole Proprietorship / Firm / Corporate if applicable)




### Brokerage Slab

	Mcx		Ncdex	
	Min(Ps.)	Max. (%)	Min(Ps.)	Max. (%)
Trading 1st Leg				
Trading 2nd Leg				
Delivery				

**Note:**

- 1) The above charges are exclusive of GST, stamp duty, CTT charges and anyother charges as levied by regulatory authority from time to time.
- 2) Charges /Service standards are subject to revision at sole discretion of Comfort Commotrade Ltd. From time to time with a notice of 30 days in advance. This notice may be given by ordinary post , email or by advertisement in a newspaper.
- 3) Charges quoted above are for the services listed. Any services not listed above will be charged separately.
- 4) Management reserves the right to freeze, discontinue or suspend any account if required.
- 5) Please don't pay cash. Issue a cheque / draft in favour of Comfort Commotrade Ltd., and mention the client code and name on the reverse of such instrument.
- 6) We hereby disclose that we do undertake proprietary trading.

Client Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

### IN PERSON VERIFICATION DONE BY

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

UCC Uploaded by : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20

Front Office Mapin by :

### DISCLOSURE IN TERMS OF SEBI CIRCULAR NO.: SEBI/MRD/SE/CIR-42/2003 DATED NOVEMBER 19, 2003

Comfort Commotrade Limited besides doing client based business also does its own investment and/or trading. "Proprietary Trading Disclosure noted"



**ELECTRONIC CONTRACT NOTE [ECN] – DECLARATION**

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

To,

**COMFORT COMMOTRADE LTD.**A-301, 3rd Floor, Hetal Arch, S. V. Road,  
Opp. Natraj Market, Malad (W), Mumbai - 400 064.

Dear Sir,

I, \_\_\_\_\_ a client with Member M/s. Comfort Commotrade Ltd. of A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064 undertake as follows:

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

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

(Email id as mentioned above must be written in own handwriting of client.)

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

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

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

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

Signature of the client :  \_\_\_\_\_

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

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

Verification of the client signature done by,  
Name of the designated officer of the Member

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

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


To,

**COMFORT COMMOTRADE LTD.**

A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064.

Dear Sir/Madam,

1. With reference to my/our trading account opened with you, I/we request you to maintain a running account for funds on my/our behalf without settling the account on settlement of each transaction. I/We further request you to retain funds receivable by me/us until specifically requested by me/us to be settled or to be dealt with in any other manner.
2. I/we understand and agree that no interest will be payable to me/us on the amounts so retained with you.
3. I/We also confirm that the securities lying with you should be considered as margin deposit/collateral as per the applicable norms of the Exchanges & the concerned Regulator.
4. I/we authorize you to set off a part or whole of the margin deposited by me/us against any of my/our dues, by appropriating relevant amount of fund or by sale of securities which form part of margin.
5. I/we may revoke the authorization at any time by issuing a physical letter for the effect.
6. I/we also agree that the actual settlement of fund shall be done by me/us, at least once in a [Tick your preference (Default is Quarterly Settlement)]:  
☐ Calander quarter/90 days    ☐ Calander month/30 days
7. There shall be no inter-client adjustment for the purpose of settlement of the 'running account'.
8. You may retain the requisite funds towards settlements as per the applicable norms of the Exchanges.

Name: _____  Date: _____	  Signature	In case of Non-Individual, please affix stamp
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Notes:

- a. The authorization shall be signed by the client only and not by any authorised person on his behalf or any holder of the Power of Attorney.
- b. I. Entire pay-in obligation of funds outstanding at the end of day on date of settlement, across all segments.  
 ii. Member may retain 50% of end of the day (EOD) margin requirement as cash margin, excluding the margin on consolidated crystallized obligation/ MTM.  
 iii. Apart from 50% cash margin mentioned in point ii above, member may also retain 225% of EOD margin (which includes additional 125% margin) reduced by 50% cash margin and the value of securities (after applying appropriate haircut) accepted as collateral from the clients by way of 'margin pledge' created in the Depository system for the purpose of margin and value of commodities (after applying appropriate haircut). The margin liability shall include the end of the day margin requirement in all the segments across exchanges excluding the margin on consolidated crystallized obligation/ MTM. The margin liability may also include the margin collected by the Member from their clients as per the risk management policy and informed to the clients.
- c. The actual settlement of funds shall be done by the broker, at least once in a calendar quarter or month, depending on the preference of the client. While settling the account, the broker shall send to the client a 'statement of accounts' containing an extract from the client ledger for funds and an extract from the register of securities displaying all receipts/deliveries of funds/securities. The statement shall also explain the retention of fund and the details of the pledge, if any.
- d. The client shall bring any dispute arising from the statement of account or settlement so made to the notice of the broker preferably within 7 working days from the date of receipt of funds or statement, as the case may be.
- e. Such periodic settlement of running account may not be necessary:
  - i. for clients availing margin trading facility as per SEBI circular;
  - ii. for funds received from the clients towards collaterals/margin in the form of bank guarantee (BG)/Fixed Deposit receipts (FDR).
- f. The stock broker shall transfer the funds lying in the credit of the client within one working day of the request if the same are lying with him and within three working days from the request if the same are lying with the Clearing Member/Clearing Corporation.
- g. There shall be no inter-client adjustments for the purpose of settlement of the 'running account'. These conditions shall not apply to institutional clients settling trades through custodians. The existing practice may continue for them.

Date:

To,

**COMFORT COMMOTRADE LTD.**

A-301, 3rd Floor, Hetal Arch,  
S. V. Road, Opp. Natraj Market,  
Malad (W), Mumbai - 400 064.

Dear Sir,

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

I/We, the undersigned, have taken cognizance of circular no. MCX/TRADING-300/2006 dated Aug 01, 2006 issued by MCX & circular no. NCDEX / TRADING-114/2006/247 dated September 28, 2006 issued by NCDEX on the guidelines for calculation of net open positions permitted in any commodity and I/we hereby undertake to comply with the same.

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

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

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

Yours faithfully,



For \_\_\_\_\_

Sole Proprietor/Partner/Director/Karta/Trustee\*

It is to be informed that as per SEBI guidelines common mobile no. / Email id cannot be used for single participant. However, under exceptional circumstances, the participants may provide common mobile no. or Email id at his / her specific request (in the declaration as mentioned below) provided such client belongs to one family.

"Family" means self, spouse, dependent children and dependent parents.

### Declaration for common mobile no./ Email ID

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

To,

The Director,

**Comfort Commotrade Ltd.**

A-301, 3rd Floor, Hetal Arch,

S. V. Road, Opp. Natraj Market,

Malad (W), Mumbai - 400 064.

**Sub: Request for Common Mobile Number / E-mail ID**

Dear Sir,

I..... the undersigned account holder / beneficiary owner / client declare that my mobile no. .... and/or Email id ..... may be used for the purpose of my family. The list of my family members along with trading id is mentioned below:

Name of family members	Trading id

Thanking you,

Yours faithfully,

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

Date:

To,

**Comfort Commotrade Ltd.**

A-301, 3rd Floor, Hetal Arch,  
S. V. Road, Opp. Natraj Market,  
Malad (W), Mumbai - 400 064.

Dear Sir,

In consideration of the mutual understanding as set forth, the parties there to have agreed to the following terms and conditions:

**GENERAL TERMS & CONDITIONS**

1. All orders of the Client shall be routed through the computerised trading system of the MCX/NCDEX via-Computer Systems of the commodity broker. The commodity broker shall not be responsible for any failure to enter/ modify/ cancel orders facilities on account of any technical, mechanical, power, or similar failures of its systems, including suspension of trading by the MCX/NCDEX, or any other circumstances beyond the control of the Commodity broker.
2. In case of the clients residing/located outside the State of Maharashtra and West Bengal as per the billing address mentioned in the client registration Form, any liability of Stamp Duty, if and when claimed, by there spective State Government where the client is residing/located, shall be settled by and between the Client and there spective State Government directly, and the Commodity broker shall not be held responsible for this liability. For Clients residing/located in Maharashtra and West Bengal, the Commodity broker shall pay stamp duty as applicable to the State of Maharashtra and West Bengal.
3. The client agrees that any securities/monies placed by him/it as margin may in turn in placed as margin by Commodity broker with the MCX/NCDEX by way of securities/monies including Bank Fixed Deposits as the Commodity broker may deem fit. No interest shall to be paid to the client on such deposits unless expressly agreed upon separately in writing between the Commodity broker and the Client. The client authorizes the Commodity broker to do all such acts, deeds and things as may be necessary and expedient for placing such securities/monies with the MCX/NCDEX as margin.
4. In case of delay of payment by the Client to the Commodity broker on its due date, the Commodity broker in respect of such delayed payment will charge interest. The said delayed payment shall include amounts payable by the Client to the Commodity broker in respect of daily margin and mark to market and other related margins and payin obligations. Interest will be levied at the maximum rate of 18% p.a. for the delayed period.
5. All fines/ penalties and charges levied on you due to my / our transactions / deeds / actions are recoverable by you from my/our account(s).
6. The Client agrees that it will not make any third party payment (other than what is specified in the KYC form). The broker shall reject such third party cheques/payments and the Client will not hold the broker responsible for any loss incurred in such cases.
7. Tape recording of Client conversation: The Client is aware that the Commodity broker tape-records the conversation between the client or the Client's representative and the Commodity broker, either personally or over the telephone, and the Client hereby specifically permits the Commodity broker as and when required to resolve disputes in connection with the transaction.
8. For the purpose of this, the term "Dues of Client" shall include the amount of monies payable by the Client including, but not limited to the purchase price of the securities, Brokerage, Margin money, GST, Transaction Tax, Auction Debit and Charges, Services Charges, and other amount agreed to and payable by the Client to the commodity Broker.
9. The Client shall deposit with the Commodity broker money's / securities or other property, which may be required to open and / or maintain his /her, their accounts. All moneys, securities or other properties, which Member may hold on Client account, shall be held subject to general lien for the discharge of Clients obligations to member under this term & conditions.
10. The Broker shall not take any responsibility for unexecuted orders. All on-line Best-Market orders would NOT be presumed as executed unless confirmed as trade by the respective MCXs trading system.

Yours faithfully,



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

**DECLARATION TO BE GIVEN BY PARTNERSHIP****FORMAT**

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

To

**COMFORT COMMOTRADE LTD.**

A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064.

Dear Sirs,

We refer to the trading account opened with you in the name of \_\_\_\_\_ and declare and authorize you as under.

We recognize that a beneficiary account cannot be opened with a depository participant in the name of the partnership firm as per regulations. To facilitate the operation of the above trading account with you and for the purpose of completing the securities transfer obligations, pursuant to the trading operations, we authorize you to recognize the beneficiary account No. \_\_\_\_\_ with depository \_\_\_\_\_ having ID \_\_\_\_\_ opened as a joint account in the names of the partners of the firm.

We agree that the obligation for commodities purchased and / or sold by the firm will be handled and completed through transfer from the above mentioned account. We recognize and accept transfers made by you to the beneficiary account as complete discharge of obligations by you in respect of trades executed in the above trading account of the firm.

Signature  \_\_\_\_\_Signature  \_\_\_\_\_Signature  \_\_\_\_\_

Instructions : Should be signed by all partners of the firm.

**AUTHORITY LETTER IN FAVOUR OF MANAGING PARTNER/(S)**

(To be obtained on pre-printed letterhead of the firm)

**FORMAT**

We the partners of M/s. \_\_\_\_\_ a partnership firm, having its office at \_\_\_\_\_ (office address) City \_\_\_\_\_ State \_\_\_\_\_ hereby authorize Mr./ Ms. \_\_\_\_\_ And Mr./Ms. \_\_\_\_\_

\_\_\_\_\_ to open a commodities trading account in MCX, NCDEX on behalf of the firm M/s. \_\_\_\_\_ with Comfort Commotrade Ltd. The partners of the firm are authorized to deal in Commodity / Futures and the said Trading Member is hereby authorized to honour all instructions oral or written, given on behalf of the firm by him / her / them.

Mr./Ms. \_\_\_\_\_ and Mr./Ms. \_\_\_\_\_ is / are authorized to sell, purchase, transfer, endorse, negotiate, documents and / or / otherwise deal through Comfort Commotrade Ltd. on behalf of the firm M/s. \_\_\_\_\_ He / She / They is / are also authorized to sign, execute, and submit such applications undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this purpose.

However any partners / authorized signatory(ies) can issue cheques from bank account(s) in favour of Comfort Commotrade Ltd. for credit to trading account of the firm with Comfort Commotrade Ltd. Even though his / their signatures may not be available on the records of Comfort Commotrade Ltd. These cheques may either be from the account of partnership firm or from individual account, the said amount so given shall be solely / exclusively for the trading account of the firm maintained with Comfort Commotrade Ltd.

Signature  \_\_\_\_\_Signature  \_\_\_\_\_Signature  \_\_\_\_\_

Note : Please affix rubber stamp of the firm for each signature.

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS/TRUSTEES/OF  
.....LTD. / TRUST AND HAVING ITS  
REGISTERED OFFICE AT.....HELD  
ON.....DAY OF.....20..... AT..... A.M./P.M.

"RESOLVED THAT the Company/Trust be registered as a CLIENT with Comfort Commotrade Ltd., Member of the Multi Commodity Exchange of India Limited (MCX), National Commodity & Derivatives Exchange Limited(NCDEX) for the purpose of dealing in commodity derivatives and physical commodity transactions the said MEMBER be and is hereby authorised to honour instruction oral or written, given on behalf of the Company/Trust by any of the under noted authorised signatories:

Sr. No.	Name	Designation	Signatures
1			
2			
3			
4			
5			
6			

Who are authorised to place orders, sell, purchase, transfer, endorse, negotiate and / or otherwise deal through ADMISI Commodities Private Ltd., on behalf of the Company / Trust / Partnership.

RESOLVED FURTHER THAT Mr./Ms....., and Mr..... Directors/Trustees of the Company/Trust/Partnership be and are hereby authorised to sign, execute and submit such applications, undertaking, agreements and other requisite documents, writings deeds as may be deemed necessary or expedient to give effect to this resolution.

AND RESOLVED FURTHER THAT the Common Seal of the Company be affixed, wherever necessary, in the presence of any Directors or of any director and Company Secretary, who shall sign the same in token of their presence."

For \_\_\_\_\_  
Chairman/Company Secretary / All Trustees  
(Signature to be verified by the Banker)



## HUF DECLARATION

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

To,

**COMFORT COMMOTRADE LTD.**

A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064.

Dear Sirs,

I hereby request you to open our trading account with you, for our HUF.

Being Karta of my family, I hereby declare that following is the list of family members in our HUF, as on date of Application. i.e. \_\_\_\_\_

Sr. No.	Name of family members	Gender	Relations	Date of Birth	PAN

I hereby also declare that the particulars given by me as stated above are true to the best of my knowledge as on date for making this Application to open our Account.

I agree that any false/misleading information given by me or suppression of any material information will render my said account liable for termination and further action. Further, I agree that I will immediately intimate any death/s or birth/s in the family as it changes the consultation of the HUF.

Thanking you,

Yours Truly,

\_\_\_\_\_(HUF)  
(KARTA) (Please sign & stamp here)

**SELF- DECLARATION FOR CLIENT CATEGORIZATION COMMODITY WISE****FORMAT**

To,  
**COMFORT COMMOTRADE LTD.**  
 A-301, 3rd Floor, Hetal Arch, S. V. Road, Opp. Natraj Market, Malad (W), Mumbai - 400 064.

Ref: Self Declaration Client Code: \_\_\_\_\_

Pursuant to SEBI circular SEBI/HO/CDMRD/DNPMP/CIR/P/2019/08 dated 04th January, 2019, transparency in the commodity derivative market is paramount for price signals as well as its correlation with underlying physical market activities. In order to enhance transparency to public in Commodity Derivative Market, additional disclosures for Open Interest and Turnover for various categories of participants of commodities as well as market level is required.

With a view to understand the extent of involvement of the physical market participants and to identify the nature of participants in the Commodities Derivative Market, I/we declare and confirm that I/we shall fall under following categories commodity wise;

(Fill Category Code for Each Commodity Type in the blank columns ; In case, you are not dealing in any commodity type, then write N.A)

**A) Bullion:**

GOLD	SILVER	DIAMOND

**B) Base Metal**

COPPER	ZINK	ALUMINIUM	NICKLE

LEAD	STEEL	BRASS	

**C) Energy**

CRUDE OIL	NATURAL GAS

**D) Agriculture Commodities**

GAUR	KAPAS	CASTER	SOYABEAN

COTTON	CHANA	BARLY	CORIANDER	JEERA

PALM	MOONG	PADDY	SUGAR	TERMERIC

PEPPER	RUBBER			

CATEGORY	CATEGORY CODE
FPOS/FARMERS	1
VCPS/HEDGERS	2
PROPRIETARY TRADERS	3
DOMESTIC FINANCIAL INSTITUTIONAL INVESTORS	4
FOREIGN PARTICIPANTS	5
OTHERS	6

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

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

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

## FATCA/CRS DETAILS

Client Code	
Date: _____	

The below information is required for all applicant(s) / guardian / PoA holder.


Sr. No.	Details	
1	Are You a Tax Resident of Country other than India?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is your Country of Birth/Citizenship other than India?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	If your Residence address/Mailing address/Telephone No. other than in India?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Is the POA holder/person to whom signatory authority is given, covered under any of the categories 1, 2 or 3 above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered YES to any of above, please provide the below details

Sr. No.	Details	
1	Country of Residence	
2	Nationality	
3	Tax Identification No. or Reason for not providing TIN	
4	Identification Type (TIN or Other, please specify)	
5	Residence address for tax purposes (include City, State, Country & Pin code)	
6	Address Type	<input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Regd. Office
7	City of birth	
8	Country of birth	

**Certification:** I/We have understood the information requirements of this Form (read along with the FATCACRS Instructions), and hereby certify that the information provided by me/us on this Form is true, correct, and complete. I/We also confirm that I/We have read and understood the FATCACRS Terms and Conditions and hereby accept the same.

I/We agree to indemnify Comfort Commotrade Limited in respect of any false, misleading, inaccurate and incomplete information regarding my/our "U.S. person" status for U.S. federal income tax purposes. or in respect of any other information as may be required under applicable tax laws.

Name	
Signature	
PAN	

### FATCA-CRS Instruction

**Details under FATCACRS/Foreign Tax Laws:** The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income Tax Rules 1962, which Rules require Indian financial institutions to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In certain circumstances (including if we do not receive a valid self -certification from you) we may be obliged to share information on your account with relevant tax authorities/appointed agencies. If you have any questions about your tax residency, please contact your tax advisor. Should there be any **change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.** Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. As may be required by domestic or overseas regulators/ tax authorities, we may also be constrained to withhold and pay out any sums from your account or close or suspend your account(s).

### Confirmation of Receipt of executed documents

**Application No.:** \_\_\_\_\_

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

With reference to my/our registration as a Client with you for Multi Commodity Exchange of India Limited (MCX), National Commodity & Derivatives Exchange Limited (NCDEX) for the Commodities Segment, I/we hereby confirm that I/we have received a welcome kit consisting of a copy of the Know Your Client Form (KYC), Rights and Obligations, Risk Disclosure Document (RDD) & all other executed documents.

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

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

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



## COMMODITY

### Comfort Commotrade Limited

MCX with Registration Number: MCX/TM/CORP/1574.  
Membership Number: 40140

### Comfort Intech Limited

### Comfort Fincap Limited

### Comfort Securities Limited

BSE Cash: INB011285534  
BSE Derivatives: INF011285534  
BSE Curr.: INE011285534  
NSE Cash: INB231285538  
NSE F&O: INB231285538  
CDSL: IN-DP-CDSL-438-2008  
Certificate of Registration as a Merchant Banker in Category - I: INM000011328  
NSE Currency Derivatives: INE231285538  
Self Clearing Member in Derivatives Segment (F&O) in NSE: INF231285538  
Trading Member in Currency Derivatives Segment in MCX-SX: INE261285538

A-301, Hetal Arch, S.V. Road, Opp. Natraj Market, Malad (West), Mumbai-400064

Phone: 022-6894-8500

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