



NarnoliaTM

Need Analysis



Portfolio Analytics



Research Trackers

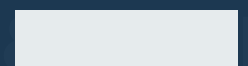


Inv

MUCH MORE THAN AN ACCOUNT

Discover the Power of Knowledge in Wealth Creation

Trading Registration Kit (Commodities)



MESSAGE FROM TEAM NARNOLIA

Dear Customer,

Greetings from Narnolia...!!!

We take this opportunity to thank you for reposing faith in us. We have always believed that you are the most precious miracle in our business and we sincerely hope that you will be delighted with the excellent servicing standards and quality of our Company.

We at Narnolia aim at enhancing experience and simplifying processes for our customers. This Account Opening Form is another step towards the very aim - making the process of entering a new financial relationship easier.

We would require your co-operation in completing the relevant forms and submitting the relevant documents/proofs as required for meeting regulatory norms. We take pleasure and pride in introducing this Account Opening form as one of the **shortest and simplest** in the industry.

With this, we also urge you to write to us on care@narnolia.com for queries or feedback. We would be happy to assist and comply with your requirement.

Assuring you our best of service.

Warm Regards,
Team Narnolia

INDEX OF DOCUMENTS

Sl. No.	Name of the Document	Brief Significance of the Document	Page No.
MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES			
1.	Know Your Client (KYC) Form	Document captures the basic information about the Constituent.	01 - 04
2.	Additional details relating to trading account	Document captures the additional information about the Constituent relevant to trading account.	05 - 08
3.	FATCA/CRS Declaration	Details of Ultimate Beneficial Owner (UBO) Including Additional FATCA & CRS Information for Non-Individual.	09 - 10
4.	Policies and Procedures	Document describing significant policies and procedures of the member.	11 - 14
5.	Tariff sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading in the commodities exchange(s).	15 - 15
6.	Rights & Obligations Of Stock Brokers, AP & Clients, Risk Disclosure Document, Guidance Note.	Document stating the Rights & Obligations of stock broker / trading member, AP and client for trading on exchanges (including additional rights & obligations in case of internet / wireless technology based trading), Uniform Risk disclosure document, Guidance note detailing Do's & don't for commodity exchanges.	A1 - A18
VOLUNTARY DOCUMENTS AS PROVIDED BY THE MEMBER			
7.	Running Account Authorisation & Preference for actual settlement	Contains authorisation for maintenance of accounts (Both Funds & Securities) on Running account basis & Preference for actual settlement.	16 - 16
8.	Letter of understanding	Contains various authorisation and standing instructions given by the client.	17 - 17
9.	Authorisation for issue of Contract Notes, Margin Analysis Report, Statement of Funds & other documents in digitally signed electronic mode.	By signing this document the client is agreeing to receive Contract Notes, Daily Margin Analysis Report, Statement of Funds and other documents in Digitally signed Electronic mode over e-mail id as provided in KYC form.	Appendix A
NARNOLIA COMMERZE LIMITED (CIN No.U74140WB1994PLC066386)			
Exchange	Member ID	SEBI Registration No.	Date
National Commodity & Derivatives Exchange Ltd. (NCDEX)	00089	INZ000051636	30.11.2018
Multi Commodity Exchange of India Ltd. (MCX)	28025	INZ000051636	30.11.2018
Registered Office Address :	Marble Arch Building, 236B, AJC Bose Road, Unit 201, 2 nd Floor, Kolkata - 700020, Ph: +91- 033 40501500, Website: www.narnolia.com		
Correspondence Office Address:	27MIDC, 1st Floor, Marol MIDC, Andheri East, Mumbai - 400 093. Ph: 022 6839 1200, Website: www.narnolia.com		
Compliance Officer Name, Phone No. & Email Id:	Mr. Manish Kumar Agarwal, Phone : 033 4050 1500, Email: mkagarwal@narnolia.com		
Director / CEO Name, Phone No. & email id:	Mr. Pankaj Harlalka , Phone : 033 4050 1500, Email: pankaj.harlalka@narnolia.com		
For any grievance/dispute please contact Narnolia Commerze Limited at the above address or email id- ig@narnolia.com and Phone no. 033-4050 1500.			
In case not satisfied with the response, please contact the concerned exchange(s) at:			
Exchange	E-mail ID		Phone No.
National Commodity & Derivatives Exchange Ltd. (NCDEX)	askus@ncdex.com		022 6640 6084
Multi Commodity Exchange of India Ltd. (MCX)	grievance@mcxindia.com		022 6649 4070
You can also lodge your grievances with SEBI at http://scores.gov.in . For any queries, feedback or assistance please contact SEBI office on toll free help line at 1800227575 / 18002667575.			

Know Your Customer (KYC) Application Form

Non - Individual

PHOTOGRAPH
Please affix the recent passport size photograph of Authorised Signatory & sign across it (Size 3.5 cm x 2.5 cm)

UCC :- _____



Please fill this form in ENGLISH and in BLOCK LETTER.

A) IDENTITY DETAILS

1. Name of the Applicant	[Grid for Name]																											
2. Date of Incorporation	[D][D]	—	[M][M]	—	[Y][Y][Y][Y]	[Grid for Place of Incorporation]																						
Place of Incorporation	[Grid for Place of Incorporation]																											
3. Date of Commencement of Business	[D][D]	—	[M][M]	—	[Y][Y][Y][Y]	[Grid for PAN]																						
4. a. PAN	[Grid for PAN]																											
b. Registration No. (e.g. CIN)	[Grid for Registration No.]																											
5. Status (Please tick any one)	<input type="checkbox"/> Private Ltd. Co. <input type="checkbox"/> FI <input type="checkbox"/> HUF <input type="checkbox"/> Partnership <input type="checkbox"/> Government Body <input type="checkbox"/> Trust/Charities/NGO's <input type="checkbox"/> Public Ltd. Co. <input type="checkbox"/> FII <input type="checkbox"/> LLP <input type="checkbox"/> Society <input type="checkbox"/> Body of Individuals <input type="checkbox"/> Defense Establishment <input type="checkbox"/> Body Corporate <input type="checkbox"/> AOP <input type="checkbox"/> Bank <input type="checkbox"/> Others (please specify) _____																											

B) ADDRESS DETAILS

1. Correspondence Address :	_____																											
City/Town/Village :	_____							Pin Code :	_____				State :	_____				Country :	_____									
2. Contact Details:	_____																											
Tel. (Off/Res) :	_____							Fax :	_____				Mobile :	[Grid for Mobile]														
E-mail Id :	[Grid for E-mail]																											
3. Specify the proof of address submitted for correspondence address :	_____																											
4. Registered Address (if different from above.) :	_____																											
City/Town/Village :	_____							Pin Code :	_____				State :	_____				Country :	_____									
3. Specify the proof of address submitted for registered address :	_____																											

C) OTHERS DETAILS

1. Name, PAN, Residential Address and Photographs of Promoters / Partners / Karta / Trustees / Whole time directors and Authorised Signatory.	As per Annexure
2. a. DIN of whole time directors b. Aadhar Number of Promoters/Partners/Karta	

D) DECLARATION



I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any 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.

Signature of the Authorised Signatory(ies)

Date : [D][D]—[M][M]—[Y][Y][Y][Y]

FOR OFFICE USE ONLY

<input type="checkbox"/> Originals verified and Self-Attested document copies received		
Name of the Authorised Signatory	For NARNOLIA COMMERZE LIMITED	
Date [D][D]—[M][M]—[Y][Y][Y][Y]		
Place : Kolkata	Signature of the Authorised Signatory	

D) TRADING PREFERENCES					
*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.	Name of the National Commodity Exchanges	Date of consent for trading on concerned Exchange	Signature of the Client		
1.	National Commodity & Derivatives Exchange Ltd. (NCDEX)				
2.	Multi Commodity Exchange of India Ltd. (MCX)				
E) FAMILY DECLARATION FOR SAME MOBILE NUMBER / EMAIL ID					
	First Holder	Second Holder	Third Holder		
Mobile Number Declaration	I hereby declare that the Mobile Number as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents	I hereby declare that the Mobile Number as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents	I hereby declare that the Mobile Number as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents		
Email ID Declaration	I hereby declare that the Email ID as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents	I hereby declare that the Email ID as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents	I hereby declare that the Email ID as per KYC belongs to <input type="checkbox"/> Self OR <input type="checkbox"/> Family (tick relation) <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Parents		
F) ADDITIONAL DETAILS				YES	NO
<input type="checkbox"/> Whether you wish to receive communication from Member in Electronic Form on your E-mail id (If yes then please fill in Appendix-A)				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> I wish to avail facility for Internet Trading and Wireless Technology				<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> I/We wish to avail Standard KYC documents (Rights & Obligations, Uniform Risk Disclosure document, Guidance note detailing Do's & Don't) <input type="checkbox"/> Physical Form <input type="checkbox"/> Electronic Form					
<input type="checkbox"/> Category of client (Tick as applicable): Commercial participant (e.g; value chain participant/exporter/ importer/hedger etc.) <input type="checkbox"/> Non-Commercial participant (e.g; financial participant/trader/arbitrager, etc.) <input type="checkbox"/>					
<input type="checkbox"/> Details of group/associate/common account:					
	Sl.	Client Code	PAN	Client Name	Relation
<input type="checkbox"/> Number of years of Investment/Trading Experience: _____					
<input type="checkbox"/> Employee of Narnolia Group /Other Broker/Exchange <input type="checkbox"/> Yes <input type="checkbox"/> No, If Yes provide details _____ (For Individual Client only)					
<input type="checkbox"/> Relative of an Employee of Narnolia Group/other Broker/Exchange <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes provide details _____ (For Individual Client only)					
<input type="checkbox"/> Any other information _____					

G) GST DETAILS

• GST Number	<input type="text"/>
• GST Implementation Location	<input type="text"/>

H) PAST REGULATORY ACTIONS

▪ Details of any action/proceedings initiated/pending/ taken by FMC/SEBI/ Stock exchange/Commodity Exchange / any other authority against the client or its Partners/promoters/whole time director/authorized persons in charge during the last 3 years : _____

I) DEALINGS THROUGH OTHER STOCK BROKERS

• Whether dealing with any other stock broker (in case dealing with multiple stock brokers, provide details of all) Stock Broker Name _____
Client Code: _____ Exchange: _____

• Details of disputes/dues pending from/to such stock broker : _____

J) NOMINATION DETAILS (FOR INDIVIDUALS ONLY)

I wish to nominate I do not wish to nominate

Name of the Nominee: _____
Relationship with the Nominee: _____
PAN of Nominee: Date of Birth of Nominee:

Address and phone no. of the Nominee: _____
Phone No. : _____

If Nominee is a minor, details of guardian :
Name of guardian: _____
Address and phone no. of Guardian: _____
Signature of guardian _____

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

Name	Name
Signature.....	Signature.....
Address.....	Address.....

K) INTRODUCER DETAILS (OPTIONAL)

▪ Name of the Introducer: _____

▪ Status of the Introducer: Authorized Person Existing Client Others, please specify _____

▪ Address of the Introducer: _____

▪ Phone no of the Introducer _____ Signature of the Introducer: _____

DECLARATION


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

2. I/We confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/non-mandatory documents.

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.

Place.....

Date.....

 _____
Signature of Client/ All Authorized Signatory (ies)


FOR OFFICE USE ONLY

UCC Code allotted to the Client : Branch/AP code :

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

I / We undertake that I/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.

Date <input type="text" value="DD"/> <input type="text" value="MM"/> - <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> <input type="text" value="YY"/> Place : Kolkata	<p>For NARNOLIA COMMERZE LIMITED</p> <p>Signature of the Authorised Signatory</p>	
---	---	--

3 UBO Declaration		
Category (Please tick applicable category) : <input type="checkbox"/> Unlisted Company <input type="checkbox"/> Partnership Firm <input type="checkbox"/> Limited Liability Partnership Company <input type="checkbox"/> Unincorporated association / body of individuals <input type="checkbox"/> Public Charitable Trust <input type="checkbox"/> Religious Trust <input type="checkbox"/> Private Trust <input type="checkbox"/> Other _____		
Please list below the details of controlling person(s), confirming ALL countries of tax residency / permanent residency / citizenship and ALL Tax Identification Numbers for EACH controlling person(s). Owner-documented FFI's ⁵ should provide FFI Owner Reporting Statement and Auditor's Letter with required details as mentioned in Form W8 BEN E		
Name - Beneficial Owner / Controlling person Country - Tax Residency* Tax ID No. - Or functional equivalent for each country*	Tax ID Type - TIN or Other, please specify Beneficial Interest - in percentage Type Code ¹¹ - of Controlling	Address - Include Stat, Country, PIN / ZIP Code & Contact Details Address Type -
Name: <input type="text"/> Country: <input type="text"/> Tax ID No.% <input type="text"/>	Tax ID Type: <input type="text"/> Type Code: <input type="text"/> Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address: <input type="text"/> Zip: <input type="text"/> State: <input type="text"/> Country: <input type="text"/>
Name: <input type="text"/> Country: <input type="text"/> Tax ID No.% <input type="text"/>	Tax ID Type: <input type="text"/> Type Code: <input type="text"/> Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address: <input type="text"/> Zip: <input type="text"/> State: <input type="text"/> Country: <input type="text"/>
Name: <input type="text"/> Country: <input type="text"/> Tax ID No.% <input type="text"/>	Tax ID Type: <input type="text"/> Type Code: <input type="text"/> Address Type <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	Address: <input type="text"/> Zip: <input type="text"/> State: <input type="text"/> Country: <input type="text"/>
# If passive NFE, please provide below additional details		
PAN / Any other identification Number (PAN, Aadhar, Passport, Election ID, Govt. ID, Driving License NREGA Job Card, Others) City of Birth - Country of Birth	Occupation Type: Service, Business, Others Nationality: Father's Name: Mandatory if PAN is not available	DOB: Date of Birth Gender: Male, Female, Other
1. PAN: <input type="text"/> City of Birth: <input type="text"/> Country of Birth: <input type="text"/>	Occupation type: <input type="text"/> Nationality: <input type="text"/> Father's Name: <input type="text"/>	Date of Birth: <input type="text"/> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
1. PAN: <input type="text"/> City of Birth: <input type="text"/> Country of Birth: <input type="text"/>	Occupation type: <input type="text"/> Nationality: <input type="text"/> Father's Name: <input type="text"/>	Date of Birth: <input type="text"/> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
1. PAN: <input type="text"/> City of Birth: <input type="text"/> Country of Birth: <input type="text"/>	Occupation type: <input type="text"/> Nationality: <input type="text"/> Father's Name: <input type="text"/>	Date of Birth: <input type="text"/> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
#Additional details to be filled by controlling persons with tax residency / permanent residency / citizenship / Green card in any country other than India: *To include US, where controlling person is a US citizen or green card holder %In case Tax Identification Number is not available, kindly provide functional equivalent ⁵ Refer 3(vi), ¹¹ Refer 3(iv) (A) of Section 6.		
4 FATCA - CRS Terms and Conditions		
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 relevant cases, information will have to be reported to tax authorities/appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with Microsec Capital Limited or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information. If you have any questions about your tax residency, please contact your tax advisor. If any controlling person of the entity is a U.S. Citizen or resident or green card holder, please include United States in the foreign country information held along with the US Tax Identification Number. It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such as identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form.		
5 Certification		
I/We have understood the information requirements of this form (read along with the FATCA & CRS Instructions) and hereby confirm that the information provided by me/us on this Form is true, correct and complete. I/We also confirm that I/We have read and understood the FATCA & CRS Terms and Conditions above and hereby accept the same.		
Name _____ Place _____ Date _____ Designation <input type="text"/>		
 <input type="text"/> Sole/First Holder Signature	<input type="text"/> Second Holder Signature	<input type="text"/> Third Holder Signature

POLICIES & PROCEDURES

This document outlines various policies and procedures framed and followed by Narnolia Commerze Limited (NCL) with respect to its dealing with its clients as a member of Multi Commodity Exchange of India Limited (MCX), National Commodity & Derivatives Exchange Limited (NCDEX) (collectively hereinafter referred as "The Exchanges").

The policies and procedures as stated herein below are subject to change from time to time depending upon regulatory changes, risk management framework, other market conditions, etc.

The said policies and procedures and any revision/updation in the same from time to time is/will be available at the Company's website.

1. Setting up the client's exposure limits

While setting up the exposure limits for and on behalf of the clients, NCL broadly takes into consideration the regulatory requirement, client profile, internal risk management policy, market conditions, etc. Considering the said parameters the exposure limit for a client would be set up as follows:

- Exposure limits to the client will be provided based on the available margin in the client's broking account maintained with NCL.
- The exposure limits will be as decided by NCL from time to time and may vary from client to client.
- On a case-to-case basis NCL, at its discretion, may allow higher exposure limits to the client.
- NCL reserves the right to withdraw clean exposure limit granted to the client at any point of time at its discretion. The client cannot raise any concern/dispute for the same.
- Available margin for the purpose of granting exposure is calculated as a sum of free credit balance of the client in NCL's books, margin in the form of funds, securities, bank fixed deposit, bank guarantee, etc. of the client available with NCL.
- The choice of the securities to be considered as margin shall be determined by NCL at its discretion from time to time and the client shall abide by the same.
- While granting the exposure limit, margin in the form of securities will be valued as per the latest available closing price on NSE or BSE after applying appropriate haircut as may be decided by NCL at its discretion.
- NCL may from time to time depending on market conditions, profile and history of the client, type and nature of scrip, etc., at its discretion charge/change the rate of haircut applicable on the securities given as margin, multiplier for granting exposure and take such steps as NCL may deem appropriate.
- The Client will have to abide by the exposure limit set by NCL.

2. Applicable Brokerage Rate

For rendering the broking services, NCL charges brokerage to the client. The Brokerage rate will be as per the terms agreed with the client at the time of client registration. The brokerage rate will be communicated to the client by way of Welcome letter sent to him. The client shall verify the welcome kit and revert within 30 days in case the brokerage rate is not as per the terms agreed.

The brokerage rate may be varied in future as agreed between the client and NCL either in writing or orally from time to time. In case of oral agreement, if the brokerage is charged at such revised rate in contract note subsequent to revision and the client does not raise any dispute on such brokerage within a reasonable time then the same will be considered as consented by the client.

The brokerage rate at no point of time will exceed the rates as may be specified by the Exchanges/SEBI from time to time. The brokerage will be exclusive of the following except in cases where it is agreed otherwise:

- GST (Goods & Services Tax)
- Securities Transaction Tax (STT) / Commodities Transaction Tax (CTT).
- SEBI/ Exchange/ Clearing member charges/Stamp duty.
- Statutory charges payable to Exchange/SEBI/Govt. Authorities etc.
- Any other charges towards customized/specialized service.

3. Imposition of penalty/delayed payment charges by either party, specifying the rate and the period.

Impositions of Penalties

The Exchanges/Clearing Corporation/SEBI levies penalties on the broker for irregularities observed by them during the course of business. NCL shall recover such imposed penalties/levies, if any, by the Exchange/regulators, from the client which arise on account of dealings by such client. Few of the examples of violations for which penalties may be levied are as follows:

- Short deliveries by the client

- Non adherence to client level exposure limits;
- Short margin reporting;
- Any other reasons which may be specified by the Exchanges/Clearing Corporation/SEBI from time to time.

Such recovery would be by way of debit in the ledger of the client and amounts would be adjusted against the dues owed by NCL to the clients.

Delayed payment charges

It is the responsibility of the client to ensure that the required margins (including but not limited to initial margin, mark to market and/or other margins), any outstanding settlement obligations and/or any other dues payable to NCL are paid within the time stipulated by the Exchange/NCL, whichever is earlier. For the purpose of calculating required margin, there should be adequate percentage of cash margin and non-cash margin as prescribed by the exchange from time to time. Further, stock margin shall be calculated on the value of stock after appropriate haircut of stocks as per NCL's haircut. In the event the client defaults in meeting his/her/its above obligations towards NCL and maintain any debit balance/Margin shortfall/shortfall in Cash Margin in NCL's books beyond the stipulated time period, there shall be deployment of funds/securities by NCL. In such a situation NCL shall have absolute discretion to charge and recover from the client's account, delayed payment charges at such rate (not exceeding 24%)/manner/interval as may be determined by NCL from time to time for the delayed period on the deficit amount. The delayed payment charges is only a penal measure to deter the client from delaying the payment. The client should not construe it as funding arrangement. The client cannot demand continuation of service on a permanent basis citing levy of delayed payment charges. The client will not be entitled to any interest on the credit balance/surplus margin available/kept with NCL.

4. The Right to sell client's securities or close client's positions on account of non-payment of client's dues.

The client need to furnish adequate margin as specified by NCL from time to time at its sole and absolute discretion. It shall be the client's responsibility to track margins/ obligations and to ascertain in advance the margin requirement for his / her / its order/trades/deals and to ensure the required margin is made available to NCL in such form/manner/time as may be required by NCL whether or not any margin call or such other communication to that effect is sent by NCL to the client. The margin will have to be paid within the time frame stipulated by the Exchange or NCL, generally in case of fresh positions upfront, in case of mark to market and/or any other additional margins on same day or before the commencement of trading on next day and in case where the Exchanges levy and/or increase any margin required during the day, immediately upon levy and/or increase in any such margin.

The Client shall fulfill all his/her/its settlement obligations and/or other liabilities within the time frame stipulated by the NCL or the Exchanges.

In case the payment of the margin/ security is made by the client through a bank instrument, NCL shall be at liberty to give the benefit/ credit for the same only on the realization of the funds from the said bank instrument etc. at the discretion of NCL.

Without prejudice to its other rights and remedies available under the member client documents executed/to be executed by and between the client and NCL or at Law, NCL shall be entitled, in its discretion, to liquidate/close out all or any of the client's open/outstanding position, sell the client's securities available with NCL at any time to recover its dues in the following circumstances:

- If the client fails to pay any margin, settlement obligations and/or other liabilities due to NCL within the stipulated time frame;
- fifty percentage / such higher percentage as may be fixed by NCL, of available margin at any time or circumstances arise or are likely to arise which may in the opinion of NCL, jeopardise its interest and expose it to any financial loss or damage.
- In case client is allowed extra exposure on intraday basis, the position may be liquidated as above at any time on mark to market (MTM) loss reaching or crossing fifty percentage/higher percentage as may be fixed by NCL, of available collateral after specified haircut or half an hour / lesser time as may be allowed by NCL prior to the close of the normal market, whichever is earlier.

The value of stock margin shall be determined after applying appropriate haircut rates as approved and amended by NCL from time to time. The margin requirement as determined by NCL shall be final and no question shall be raised about the same. NCL shall be free to change the margin requirement, haircut of stock margin depending upon the market volatility and other future market situation and no question or objection shall be raised for increase in such margin requirement or reduction in the value of collaterals.

Any and all losses (actual or notional), financial charges, damages on account of such liquidation / sell /close-out/ non-liquidation / extension or waiver granted for liquidation shall be borne by the client only.

5. Shortage in obligation arising out of internal netting of trades.

In case the client fails to deliver the commodities against his obligation within pay-in-time and there is no market obligation in that particular commodity, (i.e. in case of internal client's to clients' positions) the account of the client who defaulted to deliver the commodities is debited with an amount as decided by NCL from time to time and correspondingly a credit of same amount is given to the client who had purchased the commodities but did not receive the delivery due to default in delivery by other client.

This policy is applicable only for the internal shortage i.e. Client to client position and is not applicable in the cases where the commodities are received short from the exchange itself.

6. Conditions under which the client may not be allowed to take further positions or NCL may close existing position of a client

An illustrative list of circumstances in which NCL may not allow the client to take further positions or may close/liquidate a part or whole of the existing position of the client are as follows :

- Failure by the client in providing sufficient / adequate margins and / or insufficient / inadequate free credit balance available in clients' broking account with NCL;
- If the client fails to deposit the margin/additional margin by the deadline or if an outstanding debt occurs in the Client's brokerage account with NCL beyond the stipulated time period.
- If the client fails to maintain the requisite margin in such form and manner as may be specified by NCL from time to time.
- Settlement obligations are not paid by the client within the time frame allowed by the Exchanges or as per the norms specified by NCL from time to time.
- Illiquid Contract/Options,
- Trades which apparently in the discretion of NCL seems to be Synchronized trades / Circular trading/Artificial trading/manipulative in nature, etc.;
- Contracts banned by the regulatory authorities;
- Any ban imposed on the client by the regulatory authorities;
- Where name of the client apparently resembles with the name appearing in the list of debarred entities published by SEBI/Exchanges (where the information available for the debarred entity (other than name) is not sufficient enough to establish that the client and such debarred entity are one and the same);
- The client fails to furnish documents/information as may be called for by NCL from time to time as per regulatory requirement and/or as per its internal policy.
- In the event of death or insolvency of the client or the client otherwise becoming incapable;
- Where due to adverse movement in the prices of contracts in which the client has position, the chances of the account of the client going uncovered or unsecured i.e. Not backed by any kind of margin arises.

NCL will not be responsible for any opportunity loss or financial loss to the client in the event any action taken by it under this policy.

7. Temporary suspending or closing client's broking account at client request

A client who wishes to temporarily suspend or close his/her/its broking account can do so by submitting a written request or by email (through email id registered with NCL) in the form and format as may be prescribed by NCL. The request can be submitted to the servicing branch or the head office of NCL. Prior to submission of such request the client should ensure that all amounts due and payable to NCL are paid. Requests from a client where no dues are outstanding would be processed within 10 working days from the date of receipt of the request.

If the client wants to activate the broking account then a request for reactivating the broking account should be sent in writing/via email (through email id registered with NCL) to NCL along with such documentary evidence as may be specified by NCL from time to time.

8. Deregistering a client

Without prejudice to NCL's rights and remedies as mentioned in Rights & Obligations document, NCL may forthwith, at its discretion, de-register the client in the following circumstances:

- i) Where the client indulges in any irregular trading activities like synchronized trading, price manipulation, trading in illiquid options / contracts, self trades, trading at prices significantly away from market prices, etc;
- ii) Any enquiry/investigation is initiated by the Exchanges/regulators against the client;
- iii) Any regulatory action taken/initiated against the client by the Exchanges / regulators including but not limited to debarring the client from accessing the market;
- iv) Where name of the client apparently resembles with the name appearing in the list of debarred entities published by SEBI/Exchanges (where no information other than name is available);

- v) On the death/lunacy or other disability of the Client;
- vi) If a receiver, administrator or liquidator has been appointed or allowed to be appointed of all or any part of the undertaking of the Client;
- vii) If the Client has voluntarily or compulsorily become the subject of proceedings under any bankruptcy or insolvency law or being a company, goes into liquidation or has a receiver appointed in respect of its assets or refers itself to the Board for Industrial and Financial Reconstruction or under any other law providing protection as a relief undertaking;
- viii) If the client being a partnership firm, any steps has been taken by the Client and/or its partners for dissolution of the partnership;
- ix) Name of the client appears in database/website of CIBIL, Watch Out Investors, World check, UN List etc;
- x) The client having suspicious background or link with suspicious organization; Where the client is non-traceable, has pending disputes with NCL, possibility of a default by the client;
- xi) any other circumstances leading to a breach of confidence in the client for reasons like return of undelivered couriers citing reason of "NO such person / Addressee left/ Refusal to accept mails, etc.", continuous cheque bouncing, or not furnishing the financial and other details as may be called for by NCL from time to time, etc.;
- xii) Such other circumstances which in the opinion of NCL warrants to de-register the client.

In all such cases, NCL shall have the right to close out the existing open positions/contracts, sell/liquidate the margin (in any form) to recover its dues, if any, before de-registering the client. Any action taken by NCL in terms of this policy shall not be challenged by the client, and NCL shall not be liable to the client for any loss or damage (actual/notional), which may be caused to the client as a result. Also while deregistering the client, NCL may retain certain amount/securities due/belonging to the client for meeting any future losses, liability, penalties, etc., arising out of dealing of the client with NCL. In case if any securities retained by NCL is sold/liquidated to recover any such losses, liability, penalties, etc., NCL shall have the authority to decide the mode, manner and the price at which to effect the sale of securities and the client cannot raise any dispute as to the manner, mode and the price at which the securities are sold by NCL.

In any of the above circumstances, if the client is able to justify his/her/its innocence either by producing any record, document or otherwise to the full satisfaction of NCL, NCL may reconsider its decision of de-registering the client. However in no circumstances any action taken by NCL till the date of re-registration shall be challenged by the client and NCL shall not be liable to the client for any loss or damage (actual/notional), which may be caused to the client as a result.

9. Policy for Inactive clients:

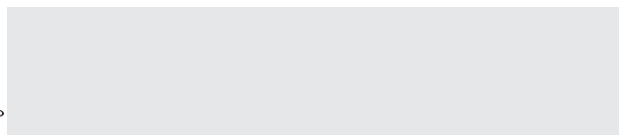
Any client who has not traded with the Company for last 12 months across all exchanges or subject to such conditions as may be prescribed by SEBI/exchange/Company from time to time would be termed as Inactive Client.

The inactive account shall be flagged as "Inactive" and further trading by such clients shall be activated only after undertaking due diligence (including In Person Verification) and obtaining updated information related to KYC from the client. The funds/securities of the inactive client shall be settled in the manner prescribed. In case of non-traceability of client, every effort shall be taken to trace the clients to settle their funds and securities. However, in case the clients cannot be traced inspite of all efforts taken, then the funds/securities of such clients shall be set aside in a separate client bank/client collateral demat account and an audit trail for funds/securities transferred from/to such bank/demat account shall be maintained. In case of receipt of any claims from such clients, the settlement of accounts shall be done immediately by making the payment/delivery to the respective client's.

Client Acceptance of Policies and procedures stated herein above: -

I/We have fully understood the policies and procedures and do hereby sign the same and agree not to call into question the validity, enforceability and applicability of any provision/clauses of this document under any circumstances what so ever. These policies and procedures may be amended/changed by the broker, provided the change is informed to me/us through anyone or more means or methods such as post/speed post/courier/registered post/facsimile/telegram / cable/e-mail / voice mails / telephone including SMS on the mobile phone / by messaging on the computer screen of the client's computer or any other similar device.

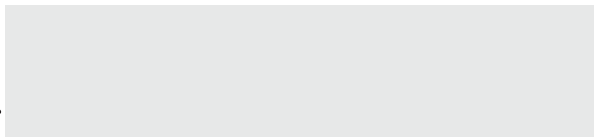
Signature of the Client 



TARIFF SHEET

Brokerage	% (One Side)
Square off	
Delivery	

- GST, Stamp charges, Securities Transaction Tax (STT), Commodities Transaction Tax (CTT), Transaction Charges & other charges if any shall be levied as per the stipulation of the concerned authorities.
- In addition to the above, Charges may be levied on account of cheque return, Issue of Duplicate reports, Statement, other value added services and may be recovered from your account.
- NCL reserves the right to change the brokerage as well as other tariff from time to time under intimation to client.

Signature of the Client 

To,
Narnolia Commerze Limited
Arch Waterfront, 5th Floor,
Plot No. F4, Block - GP,
Nabadiganta, Saltlake, Sector -V,
Kolkata - 700091

Dear Sir,

Date : _____

Ref :- Trading Code : _____

Subject: Authority Letter for Running Account & Preference for Actual Settlement

I/We hereby authorise you to maintain my/our account on running account basis and to retain credit balances in my/our account till further instruction (Written or verbal) from my/our side or instruction for settlement interval given by me/us [monthly (30 days) / quarterly (90 day) as the case may be] whichever is earlier.

I/We understand that this authority for maintenance of funds on running account basis may be revoked by me/us at any time giving instruction in writing and shall remain in force until revoked by me/us in writing.

I/We hereby authorize the trading member to make actual settlement of funds in respect of my/our trading account at least once in a

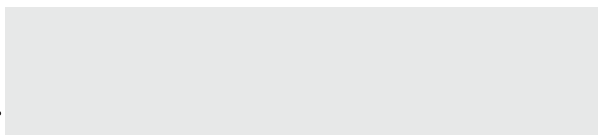
Quarter (90 days)

Month (30 days)

I/We hereby authorise the Company to retain Rs. 10,000/- or such amount as may be prescribed by SEBI/Exchanges from time to time while making actual settlement of funds in my/our above account.

I/We further understand that while settling the account, the trading member shall send to me/us a statement of funds and in case there will be any dispute in the statement of account or settlement so made, I/We shall intimate the same within 7 working days from the date of receipt of Fund or Statement as the case may be.

Signature of the Client 



To,
Narnolia Commerze Limited
Arch Waterfront, 5th Floor,
Plot No. F4, Block - GP,
Nabadiganta, Saltlake, Sector -V,
Kolkata - 700091

Dear Sir,

Ref :- Trading Code : _____

Subject: Letter of Understanding

1. I/We hereby authorise you to transfer, make adjustment and/or to set off a part or whole of the Securities placed as margin and/or any surplus funds in any exchange(s) of my/our above account/(s) maintained with you against the outstanding dues payable if any, by me/us in other exchange(s) of my/our above account/(s) maintained with Narnolia Commerze Limited or vice verse. Any entries passed by you in accordance with this authorisation shall be binding on me/us.
2. I/We agree and acknowledge that it is advisable and preferable that I/We give instructions for order placement/modification and cancellation in writing to avoid disputes. However as the fluctuations in market are so rapid it is not practical to give written instructions for order placement/modification and cancellation, hence I/We hereby authorize you to accept my / our authorised representative's verbal instructions for order placement/modification and cancellation in person or over phone (fixed line or mobile phone) and execute the same. I/We shall not be entitled to disown orders and consequent trades (if any) under the plea that same were not under mine/our written instructions.
3. I/We hereby submit that mobile number as mentioned in KYC application form belongs to me/us. All confirmations / informations / messages sent at my/our aforesaid mobile no. or any subsequent alteration or modification thereof shall be valid and deemed to be made to me/us and shall be binding on me/us.
I/We hereby confirm that I/we have activated or may activate Do Not Disturb (DND) facility in respect of my/our mobile number(s) and I/we hereby authorise and instruct you to send any messages relating to my / our trading account with you at my/our aforesaid mobile number(s) or any subsequent alteration / modification thereof. Further, I/we shall not lodge any claim or complaint with respect to communications made at my/our aforesaid mobile number or any subsequent alteration/modification thereof.
I/We also undertake to the trading member and confirm that I/We execute trades in the identified commodities according to my/our financial strength / capability.
4. I/We hereby declare that I/We do not have any involvement, whatsoever, with regards to the increase or decrease in the price of commodities dealt by me/us.
5. I/We hereby agree and authorize that if I/We fail to make payment towards my/our obligation / margin / additional margin or any outstanding debt occurring in my/our account within the time limit as stipulated by the exchange/trading member from time to time, NCL shall be at liberty to square off/sale a part of or the whole position/securities lying with it as margin. I/We shall be solely responsible for any loss due to such sale/square off of position/securities and shall raise no claim/complaint for the same.

Thanking you,

Yours faithfully

Signature of the Client 

ACKNOWLEDGEMENT LETTER

Date :

To,
Narnolia Commerze Limited
Arch Waterfront, 5th Floor,
Plot No. F4, Block - GP,
Nabadiganta, Saltlake, Sector -V,
Kolkata - 700091

Dear Sir,

Ref :- Trading Code : _____

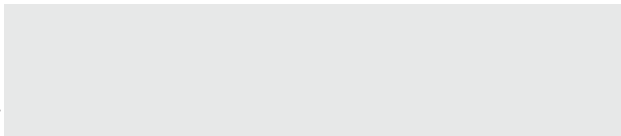
This has reference to my/our aforesaid trading account with you. In this connection I/We hereby acknowledge the receipt of the following :-

KYC (Account Opening) Application Form, Rights & Obligations, Uniform Risk Disclosure Document, Guidance Note - Do's and Don't's, Policies & Procedures, Tariff Sheet and other Voluntary Documents.

Thanking you,

Yours faithfully,

Signature of the Client 



Prevention of Money Laundering Act, 2002 (PMLA)

The Prevention of Money Laundering Act, 2002 came into effect from 1st July 2005

Applicability of PMLA Act

Banking company

Financial institution

Intermediary (which includes a stock broker, sub-broker, depository participant, share transfer agent, portfolio manager, other intermediaries associated with securities market and registered under section 12 of the SEBI Act, 1992)

Objectives

The Act is intended to supplement the law enforcement authorities activities, to detect proceeds derived from serious crimes and help to effectively prevent money laundering, terrorist financing, and recycling of illegally obtained money.,

In brief the objectives of AML are as follows :-

- a. To prevent financial intermediaries from being used as a channel for the purpose of Money laundering & terrorist financing.
- b. To preserve the integrity/stability of the Financial System.
- c. To work hand in hand with the regulators to flush money laundering and terrorist financing activities out of our financial system.

What is Money Laundering?

Money Laundering is a process of making dirty money look clean. Money laundering is the process by which criminal attempt to hide and disguise the true origin and ownership of the proceeds of their criminal activities.

Through money laundering, the launderer transforms the monetary proceeds derived from criminal activity into funds with an apparent legal source.

Steps taken by NARNOLIA COMMERZE LIMITED :-

NARNOLIA COMMERZE LIMITED is fulfilling objective of AML program in 3 steps :-

- a) Identification of clients
- b) Monitoring of clients transactions
- c) Reporting of suspicious transactions

Obligation of the client :-

Implementation of AML/CFT measure requires demand of certain information from investors which may be of personal nature or has hitherto never been called for. Such information can include documents evidencing source of funds/income tax return/bank records etc. This can sometimes lead to raising of questions by the client with regard to the motive and purpose of collecting such information. This document has therefore been prepared to sensitize the clients about requirements emanating from AML and CFT framework.

Clients are required to provide complete details at the time of account opening :-

- 1) Address proof
- 2) Identity proof
- 3) PAN
- 4) Income details

Clients are required to periodically update

- 1) Contact details
- 2) Financial details
- 3) Occupational details

The transactions executed by the clients need to be commensurate with the disclosed income details. Clients are required to provide requested explanation / details for suspicious transactions.



Branch Name	NS Code	Trading Code	Filing Detail	Scanning Detail

E Hastakshar	UCI	Map in Offline	Remarks

Checked by	Entered by	Auditor's Signature

Narnolia[®]

Contact Us:

27 MIDC, 1st Floor, Marol MIDC, Andheri East, Mumbai - 400 093



01/2020