

## Easy Funds

- ▶ Same day payouts with Encash feature
- ▶ Margin Trading Facility Upto 4x margin for 180 days



## Extensive Products Range

- ▶ Equity, Derivatives, Commodity, Currency, Mutual Funds
- ▶ IPO, NCD, ETF, SGB, etc.
- ▶ Stock Lending & Borrowing Mechanism (SLBM)



# INVESTMENT ACCOUNT

A one stop shop for all your investment requirements

## Innovative Investment Solutions

**Global Investing**  
Direct investment  
in US Stocks & ETFs

**Model Portfolios**  
Build a Strong  
Portfolio

**Thematic Portfolios**  
Invest in Ideas

**DigiGold**  
The Right Way  
to Invest in Gold



## Convenience

- ▶ Multiple Trading Platforms
- ▶ Award Winning Advisory Team
- ▶ Dedicated Relationship Manager with Call & Trade Facility
- ▶ Advanced Portfolio Tracker with Up-to-date corporate actions



Application Form (Please tick relevant boxes): ☐ 2 in 1 form (Trading + DP) ☐ 1 in 1 form (only Trading) ☐ Standalone DP

LG Code

LC Code

Source Code

Branch Inward Stamp &  
Authorised Signatory with  
Stamp

CPU Inward Stamp &  
Authorised Signatory with  
Stamp

## INDEX

Name of the document	Brief Significance of the document	Section	Page No.
MANDATORY DOCUMENTS AS PRESCRIBED BY SEBI & EXCHANGES			
Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/check list.	PART A	3
	B. Document captures the additional information about the constituent relevant to trading account and an instruction/check list. (PART II)	PART A	7
	C. Additional details required for operating DP account	PART A	5
MITC_Research	Document disclosing mandatory T&C's to clients pursuant to SEBI Research Analyst ('RA') Regulations.	PART A	15,16
Rights and Obligations (Trading)	Document stating the Rights & Obligations of stock broker/trading member, sub-broker and client for trading on exchanges(including additional rights & obligations in case of internet / wireless technology based trading).	PART B	1
Rights and Obligations (Demat)	Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories	PART A	15
Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the securities market.	PART B	7
Guidance note	Document detailing do's and don'ts for trading on exchange, for the education of the investors.	PART B	11
Policies and Procedures	Document describing significant policies and procedures of the stockbroker	PART B	14
Tariff sheet (Trading)	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the stock exchange(s).	PART B	20
Tariff Sheet (Demat)	Document detailing the standard demat charges and Basic Services Demat a/c (BSDA) charges(if opted)	PART A	6 & 16
VOLUNTARY DOCUMENTS AS PROVIDED BY THE STOCK BROKER			
Power of Attorney	Document required for linkage of Bank and demat account for experience of seamless trading in securities / order placement	PART A	11
Additional Non mandatory Rights & Obligations	Confirmation of Additional Rights and Obligations for seamless trading experience	PART A	2
Running Account Authorisation	Authorisation from client on maintenance of the funds / securities balances on running basis	PART A	2
Other Consent	Consent for Margin Trading facility and to receive commercial call and/or sms	PART A	2

**Registered Office Address:** I Think Techno Campus, Building - B, "Alpha", Office Floor 8, Kanjurmarg (East), Mumbai - 400042.  
Ph.: (022) 3075 3400 Fax : (022) 3075 3435 Website: www.hdfcsec.com (CIN - U67120MH2000PLC152193)

**Correspondence Office Address:** Unit No 601, 6th floor, Lotus Park Plot No B 18 /19, Wagle Industrial Estate , MIDC Road No 16, Thane West 400604.

**Compliance Officer Name, Phone No. & Email ID:** Mr. Murli V Karkera, (022) 3045 3600, complianceofficer@hdfcsec.com

**CEO/M.D. Name, Phone No. & Email ID:** Mr. Dhiraj Relli, (022) 6741 9951, md@hdfcsec.com

SEBI Registration No.	INZ000186937 (NSE, BSE, MSEI, MCX)	<p>For any grievance/dispute please contact HDFC Securities Ltd. at the above address or email id- <a href="mailto:customercare@hdfcsec.com">customercare@hdfcsec.com</a> and for escalation you may write to us at <a href="mailto:services@hdfcsec.com">services@hdfcsec.com</a>.</p> <p>In case not satisfied with the response, please contact concerned exchanges BSE at <a href="mailto:is@bseindia.com">is@bseindia.com</a> and Phone no. 022 2272 8097 and NSE at <a href="mailto:ignse@nse.co.in">ignse@nse.co.in</a> and Phone No. 022 2659 8190</p>
NSE Trading Member Code	11094	
BSE Clearing No.	393	
MSEI Trading Member Code	30000	
MCX Member Code	56015	
AMFI Reg No.	ARN -13549	
PFRDA Reg. No.	POP 11092018	
IRDA Corporate Agent Licence No.	CA0062	
Research Analyst Reg. No.	INH000002475	
Investment Adviser	INA000011538	
CIN	U67120MH2000PLC152193	
NSDL DP ID	IN304279	
CDSL DP ID	12086700	
SEBI DP Registration No.	IN-DP-372-2018	

HDFC Securities is registered as a trading cum clearing member in all Exchanges

Please note that HDFC Securities has a proprietary trading desk. This desk maintains an arm's length distance with the Research team and all its activities are segregated from Research activities. The proprietary desk operates independently, potentially leading to investment decisions that may deviate from research views.

### RUNNING ACCOUNT AUTHORISATION

I confirm that my account may be maintained on a running account basis, whereby instead of paying any amounts or securities (lying in Client Collateral Account / Collateral Account) representing mark to market profits, you shall retain, withhold, set-off and / or appropriate the same for such purposes and in such manner as you deem fit and release the funds and / or securities (lying in Client Collateral Account / Collateral Account) due to me, on my specific request, either written or oral. I am aware that I have the right to amend or revoke this authorisation, at any time, by way of an amendment / revocation letter.

**I confirm that you may settle the account once every calendar**

☐ Quarterly or ☐ Monthly

**S1**

X Signature of Client

### OTHER CONSENT

- As a subscriber to the services offered by HDFC securities Ltd. I hereby instruct HDFC securities Ltd. to provide the following communications through the medium of short messages services and / or telephone calls / or Whatsapp on my registered phone number(s): (a) Research and investment ideas whether developed in-house and / or by outsourced agencies; (b) Market related alerts; (c) Offers or subscription to new products / services from time to time; (d) Account and trading related information and other notifications pursuant to the services provided under the captioned agreement; (e) Information relating to investment products and services; (f) Any other service to aide in wealth creation process.

(Do not sign if you not wish to receive commercial calls and / or messages)

**S2**

X Signature of Client

### CONSENT FOR MARGIN TRADING FACILITY (MTF)

I/we wish to avail the Margin Trading Facility (MTF). I/We confirm that I/we have received, read and understood, acknowledged and agreed to the Margin Trading Facility (MTF) Rights and Obligations as provided by HDFC Securities in PART C of the account opening document.

**S3**

X Signature of Client

### SCHEDULE OF CHARGES (TRADING)

I/We have read and understood the features of the scheme and agreed to the below

A/C opening scheme

Charges

Payment Mode ☐ Cheque no.

Bank A/C No.

Bank Name

Date

☐ Direct debit from my link HDFC Bank account

☐ None

**S4**

X Signature of Client





NSDL (DP ID - IN304279)



The appended Tariff will be applicable for the customer opting for the Regular / Basic Services Demat Account

### Annexure - Regular / Basic Services Demat Account (BSDA)

Sr. No.	Fee Head	Type	<input type="checkbox"/> I wish to open a Regular Demat Account	<input checked="" type="checkbox"/> I wish to open Basic Services Demat Account (BSDA)
			Regular Demat Account	Basic Services Demat Account (BSDA)
			Fees	Fees
1	Account opening			Nil
2	AMC		Rs. 750/- p.a. (Free for first year.)	Holding Value between 0 to 4,00,000 - NIL AMC Holding Value between 4,00,001 to 10 Lacs - Rs. 100 p.a
3	Dematerialization	Certificate + Dematerialisation request	Rs. 5/- per certificate + Rs. 35/- per request or min. Rs.40/-	Rs. 5/- per certificate + Rs. 35/- per request or min. Rs.40/-
4	Rematerialization	Rematerialisation Request	A fee of Rs.50/- for every 100 securities or part thereof; subject to maximum fee of Rs.5,00,000/- (wef. 01-Nov-2025)	A fee of Rs.50/- for every 100 securities or part thereof; subject to maximum fee of Rs.5,00,000/- (wef. 01-Nov-2025)
5	Debit transaction charges (Equity/Equity MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
6	Debit transaction charges (Debt/Debt MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
7	Credit Transaction		NIL	
8	Pledge Services (Creation / Invocation / Closure)		0.04% or Rs. 40/- whichever is higher for normal and CUSPA pledge Margin Pledge in Favor of HDFC Securities Limited - Rs. 10/- per transaction Margin Funding Pledge in Favor of HDFC Securities Limited - Rs. 20/- per transaction	
9	Courier charges per Demat/Remat request	Inland Address	Rs. 35/- per request	
		Foreign Address	Rs. 500/- per request	
10	Delivery Instruction Booklet		Rs. 75/- per booklet (5 leaves)	

**PLEASE NOTE : In case you demat account is not eligible for Basic Services Demat Account (BSDA) by CDSL then DP charges for regular demat account will be levied.**

#### Terms & Conditions:

- Demat customers eligible for the BSDA facility need to register their mobile number for the SMS alert facility for debit transactions.
- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation/POA for the recovery of service charges.
- The above charges are exclusive of applicable GST and other taxes / statutory charges levied by Government bodies / statutory authorities from time to time, which will be charged as applicable.
- All charges / service standards are subject to revision at the HSL sole discretion at any given point of time and the same shall be communicated to the customers with a notice of 30 days and would be made available on my/our website
- \*\*\* The Annual Maintenance Charges shall be calculated and debited monthly. (For more details, kindly refer our website [www.hdfcsec.com](http://www.hdfcsec.com))
- To evaluate the eligibility for Basic Services Demat Accounts (BSDA), the value of holdings will be determined on a daily basis, as per the file sent by the NSDL / CDSL. The AMC will be calculated at the pro-rata basis based on the value of holding of securities in the account.
- In case of BSDA, such accounts would be levied AMC applicable basis the value of holdings exceeding the prescribed limit immediately from the next day of exceeding such limit.
- In case the Demat accounts with BSDA facility does not meet the listed eligibility as per guideline issued by SEBI or any such authority at any point of time, such BSDA accounts will be converted to Standard program Demat accounts without further reference to the respective customers and will be levied standard Program pricing.
- In case if the Demat accounts with BSDA facility exceed the prescribed limits and move out of the stipulated BSDA criteria, the eligibility of such accounts for BSDA facility will be evaluated on the last day of the Annual billing cycle.
- The value of the transaction will be in accordance with rates provided by Depositories (NSDL / CDSL)
- Transaction charges will be calculated and debited on the same day the transaction occurs. The charges quoted above are for the services listed. Any service not quoted above will be charged separately.
- Interest shall be levied on delayed payment of DP transaction and Maintenance charges as per agreed terms and conditions with HDFC Securities limited
- The operating instructions for the joint accounts must be signed by all the holders.
- All instructions for transfer must be received at the designated DP servicing branches of the HSL at least 24 hours before the execution date.
- In case of non- recovery of service charges due to inadequate balance in your linked bank account or inadequate advance fees or invalid bank account, the Depository services for your account will be temporarily discontinued. The services will be resumed in a minimum of three working days from the date of receipt of request with HSL and post payment of all outstanding dues towards Depository charges.
- In case the Demat accounts are with nil balances / transactions or in case if the customer defaults in payment of AMC, the physical statement shall not be sent to the customer after period of 1 year. However the electronic statement of holding will be sent only to the customers whose email IDs are registered for e-statement.
- The Depositories have started dispatching Consolidated Account Statement (CAS) to the customers w.e.f. March 2015, hence despatch of physical statements will be discontinued.
- I hereby provide my consent to share my personal information details with empanelled distribution partners of HDFC Securities limited for the purpose of product sales and promotion or any other services that are related to HDFC Securities Ltd

S7

X Signature of 1st Holder

S7

X Signature of 2nd Holder

S7

X Signature of 3rd Holder



**BANK AND DEPOSITORY ACCOUNTS DETAILS:**

Bank Name: ☐ HDFC Bank A/C ☐ Other Bank Name \_\_\_\_\_

Bank A/C No. \_\_\_\_\_ Account Type: ☐ Savings ☐ Current

IFSC Code \_\_\_\_\_ MICR Number: \_\_\_\_\_

Branch Address \_\_\_\_\_ Branch Code \_\_\_\_\_

DP Name \_\_\_\_\_ Customer ID \_\_\_\_\_

Client ID (BO ID) \_\_\_\_\_ DP ID: I N \_\_\_\_\_

Client ID (BO ID) \_\_\_\_\_ Depository Name (tick one) ☐ NSDL ☐ CDSL

**TRADING PREFERENCES:**

Please sign in the relevant boxes where you wish to trade. Please strike off the segment not chosen by you.

Exchanges Segments	NSE	BSE	MCX
Cash Market/Mutual Fund	S8 X Signature of Client	S9 X Signature of Client	NA
Futures & Options	S10 X Signature of Client	NA	NA
Currency Derivatives	S11 X Signature of Client	NA	NA
Commodity Derivatives	NA	NA	S12 X Signature of Client

If you do not wish to trade in any of segments / Mutual Fund, please mention here \_\_\_\_\_.

**RISK DISCLOSURES ON DERIVATIVES**

- a) 9 out of 10 individual traders in equity Futures and Options Segment, incurred net losses.  
 b) On an average, loss makers registered net trading loss close to Rs 50,000.  
 c) Over and above the net trading losses incurred, loss makers expended an additional 28% of net trading losses as transaction costs.  
 d) Those making net trading profits, incurred between 15% to 50% of such profits as transaction cost.

Source: 1. SEBI study dated January 25, 2023 on "Analysis of Profit and Loss of Individual Traders dealing in equity Futures and Options (F&O) Segment", wherein Aggregate Level findings are based on annual Profit/Loss incurred by individual traders in equity F&O during FY 2021-22.

# If in future, the client wants to trade on any new segment / new exchange, separate authorization / letter should be taken from the client by the stock broker, Please specify the proof submitted to avail the privileges to trade in derivatives segment: (Please refer last page of this application form) \_\_\_\_\_

**PAST ACTION:** Details of any action/proceedings initiated/pending/ taken by SEBI/ Stock exchange/any other authority against the applicant/constituent or its Partners/promoters/whole time directors/authorized persons in charge of dealing in securities during the last 3 years: ☐ No ☐ If yes, please specify: \_\_\_\_\_

**DEALINGS THROUGH SUB-BROKERS AND OTHER STOCK BROKERS:** ☐ Not dealing, ☐ If yes, please mention details below:

Sub-Broker's Name: \_\_\_\_\_ SEBI Registration number: \_\_\_\_\_

R. O. Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

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

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

**ADDITIONAL DETAILS:** I/we wish to receive ☐ Electronic Contract Note (ECN) **OR** ☐ Physical contract note (PCN)

E-mail ID for ECN \_\_\_\_\_

I wish to avail of the facility of internet trading/ wireless technology: ☐ Yes ☐ If No, Please Specify: \_\_\_\_\_

Number of years of Investment/Trading Experience: ☐ No prior Experience ☐ Y Y Stock ☐ Y Y Derivatives

☐ Y Y Other investment related field Any other information: \_\_\_\_\_

**INTRODUCER DETAILS (Optional)**

Name:																								
Status:	<input type="checkbox"/> Remisier <input type="checkbox"/> Authorized Person <input type="checkbox"/> Existing Clients <input type="checkbox"/> Others, Please specify _____																							
Address:																			11					
																			X Signature of Introducer					
																			Phone:					

**Declarations, Terms & Conditions & Notes****A. Declaration:** I/We am/are beneficial owner(s) ( or an authorized to sign for the beneficial owner) of all the income to which this form relates,

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/We have understood the same and I/We agree to abide by and to be bound by the rules as are in force from time to time for such accounts. 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. In case of non-resident account, I/We also declare that I/We have complied and will continue to comply with FEMA regulations. I/We confirm having read/been explained and understood the contents of the document on policy and procedures of the stock broker, Depository Participants and the tariff sheet.

**B. CBDT Terms and Conditions**

The Central Board of Direct Taxes (CBDT) has notified Rules 114F to 114H, as part of the Income-tax Rules, 1962, which Rules require Indian financial institutions such as HSL 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 HDFC securities 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.

**C. Debit Authorisation:** I/We hereby authorize the HSL to debit all types of Bank charges / commission / fees ("Service Charges") payable by me / us to the linked Accounts. I/We undertake that sufficient balances shall be maintained by me/us in the said Accounts to facilitate the debiting of Service Charges. The failure on part of me / us to maintain sufficient balance in the said Account shall not in any way impair the right of the HSL to debit the Service Charges. I/We hereby further authorise HSL to charge any interest on debit balance in the said Accounts due to the debiting of Service Charges, and/or recover the charges from any other account maintained by me/us with any bank. I/We specifically agree and confirm that any matter or issue arising hereunder shall be governed by and construed exclusively in accordance with the Indian laws and shall be subject to the jurisdiction of the courts of Mumbai in India.**D. Email Statement:** I/We agree to discontinue the Physical Statements if electronic mode is opted. I/We understand that the email statements are for my/our convenience. HSL shall not be liable or responsible for any breach of secrecy because the statements are being sent to the email ID. I/We shall verify the authenticity of the emails I/We receive. I/We shall not hold the HSL responsible for any statement received from frauds/imposters. I/We shall not hold HSL liable if any problem arises with my/our computer network because of me/ us receiving statements from HSL. I/We are authorised by the other holders to receive the Statements to the email address. HSL shall not be responsible if I/we do not receive statement due to incorrect email address and technical reasons. I/We confirm to have read and understood the Terms & Conditions (a copy of which I am in possession of) pertaining to my account. I/We understand and agree that the email statements will only be sent to the First holder in the account. I/we am/are aware that I/we will not receive the transaction statements in paper form. I/we will take all the necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/email account. I/we am/are aware that the transaction statement may be accessed by other entities in case the confidentiality/secrecy of the login name and password is compromised. I/We shall inform HSL in writing if there is any change in the email address.

Instructions related to mode of receiving Statement of Account in electronic form, are as below: I. All the necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/ email account should be taken by the client. Such statement may be accessed by other entities in case the confidentiality/ secrecy of the login name and password is compromised. II. Participant or Client can terminate such arrangement by giving 10 days prior notice. III. In case opted for statement through email, the Clients shall immediately inform the Participant about change in email address, if any. Strike off whichever is not applicable.

**Acknowledgment / Consent - Individual Customer****Applicant Preference for receiving Documents as part of Account Opening Kit**

# I / We wish to receive the following documents in ☐ **Physical Form** ☐ **Electronic Form**

- |  |                                |
|--|--------------------------------|
| 1. Rights & Obligations of stock broker, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading); | 5. Demat Standard tariff sheet |
| 2. Rights and Obligations of beneficial owner and depository participant as prescribed by SEBI and depositories;   | 6. Financial Details           |
| 3. Uniform Risk Disclosure Documents (for all segments/ exchanges)   | 7. FATCA Declaration           |
| 4. Guidance Note detailing Do's and Dont's for trading on stock exchanges.   | 8. Trading Tariff Sheet        |

(Signatures of all the holders are required)

1st Holder's Name:																			S13	(Signature of 1st Holder)
Date:	Place:																			
2nd Holder's Name:																			S13	(Signature of 2nd Holder)
Date:	Place:																			
3rd Holder's Name:																			S13	(Signature of 3rd Holder)
Date:	Place:																			

**Declaration:** I / We have understood the information requirements of this form and hereby confirm that the information provided by me / us on this Form is true, correct and complete, I / We have read and understood the Terms & Conditions mentioned above and hereby accept the same. I / We understand that my personal details as provided / available in HSL records will be used for CKYCR reporting.

**FOR OFFICE USE ONLY (LC to fill details and Sign)**

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

Documents verified with Originals and In-Person Verification done by												Client Interviewed By											
Employee Name _____												_____											
Emp. Code _____				Designation _____								_____				Designation _____							
Date D D M M Y Y Y Y												D D M M Y Y Y Y											
Signature of Authorised Signatory _____												Signature of Authorised Signatory _____											

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

Date: D D M M Y Y Y Y



X Signature of Authorised Signatory

Nomination details are mandatory for Sole holder Demat Account and are optional for joint holder Demat Account

☐ I/We wish to make a nomination (As per details given below)

I / We hereby nominate the following person(s) who shall receive all the assets held in my / our account in the event of my / our demise, as trustee and on behalf of my / our legal heir(s) \*

Nomination Details (1st, 2nd and 3rd Nominee) are applicable for Trading Ac & Demat Ac where as 4th to 10th Nominee are applicable only for Demat Ac opening from December 15, 2025 onwards

	1st Nominee												2nd Nominee												3rd Nominee											
<b>Name of the Nominee(s)</b> (Mr./Ms.)	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E			
<b>Shares of Nominee(%)**</b>	Specify Percentage_____%												Specify Percentage_____%												Specify Percentage_____%											
<b>Relationship with Applicant #</b>																																				
<b>Nominee(s) Address</b>																																				
	CITY STATE												CITY STATE												CITY STATE											
	COUNTRY PIN Code												COUNTRY PIN Code												COUNTRY PIN Code											
<b>Nominee Identification Document</b>	PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)											
<b>Identity Number ***</b>	Ref. ID no. _____												Ref. ID no. _____												Ref. ID no. _____											
<b>Mobile/Telephone no. of Nominee(s)</b>																																				
<b>Email ID of Nominee(s)</b>																																				
<b>Date of Birth of Nominee(s)</b> Only when Nominee is Minor	D D M M Y Y Y Y Y												D D M M Y Y Y Y Y												D D M M Y Y Y Y Y											
<b>Name of Guardian (Mr./Ms.)</b> In case nominee is minor.	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E			
<b>Address of Guardian(s)</b>																																				
	CITY STATE												CITY STATE												CITY STATE											
	COUNTRY PIN Code												COUNTRY PIN Code												COUNTRY PIN Code											
<b>Relationship of Guardian with Nominee #</b>																																				
<b>Guardian Identification Document</b>	PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)											
<b>Guardian Identity Number***</b>	Ref. ID no. _____												Ref. ID no. _____												Ref. ID no. _____											
<b>Mobile/Telephone no. of Guardian</b>																																				
<b>Email ID of Guardian</b>																																				

# Spouse, Son, Daughter, Father, Mother, Brother, Sister, Grand-Son, Grand-Daughter, Grand-Father, Grand-Mother, Others, Mother In Law, Father In Law, Brother In Law, Sister In Law, Son n Law, Daughter In Law

Nomination Details (4th, 5th and 6th Nominee)

	4th Nominee												5th Nominee												6th Nominee											
<b>Name of the Nominee(s)</b> (Mr./Ms.)	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E			
<b>Shares of Nominee(%)**</b>	Specify Percentage_____%												Specify Percentage_____%												Specify Percentage_____%											
<b>Relationship with Applicant #</b>																																				
<b>Nominee(s) Address</b>																																				
	CITY STATE												CITY STATE												CITY STATE											
	COUNTRY PIN Code												COUNTRY PIN Code												COUNTRY PIN Code											
<b>Nominee Identification Document</b>	PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)												PAN <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar <input type="checkbox"/> Passport (Additional document for NRI)											
<b>Identity Number ***</b>	Ref. ID no. _____												Ref. ID no. _____												Ref. ID no. _____											
<b>Mobile/Telephone no. of Nominee(s)</b>																																				
<b>Email ID of Nominee(s)</b>																																				
<b>Date of Birth of Nominee(s)</b> Only when Nominee is Minor	D D M M Y Y Y Y Y												D D M M Y Y Y Y Y												D D M M Y Y Y Y Y											
<b>Guardian details</b> Complete details of Guardian are required, refer nominee 1,2&3 above	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E			

Nomination Details (7th, 8th and 9th Nominee)								
7th Nominee			8th Nominee			9th Nominee		
Name of the Nominee(s) (Mr./Ms.)	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T			
Shares of Nominee(%)**	Specify Percentage _____%	Specify Percentage _____%	Specify Percentage _____%	Specify Percentage _____%	Specify Percentage _____%			
Relationship with Applicant #								
Nominee(s) Address								
	CITY STATE COUNTRY PIN Code	CITY STATE COUNTRY PIN Code	CITY STATE COUNTRY PIN Code	CITY STATE COUNTRY PIN Code	CITY STATE COUNTRY PIN Code			
Nominee Identification Document	PAN Driving License Aadhaar Passport (Additional document for NRI)	PAN Driving License Aadhaar Passport (Additional document for NRI)	PAN Driving License Aadhaar Passport (Additional document for NRI)	PAN Driving License Aadhaar Passport (Additional document for NRI)	PAN Driving License Aadhaar Passport (Additional document for NRI)			
Identity Number ***	Ref. ID no. _____	Ref. ID no. _____	Ref. ID no. _____	Ref. ID no. _____	Ref. ID no. _____			
Mobile/Telephone no. of Nominee(s)								
Email ID of Nominee(s)								
Date of Birth of Nominee(s) Only when Nominee is Minor	D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y			
Guardian details Complete details of Guardian are required, refer nominee 1,2&3 above	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T	F I R S T M I D D L E L A S T			

Nomination Details (10th Nominee)	
10th Nominee	
Name of the Nominee(s) (Mr./Ms.)	F I R S T M I D D L E L A S T
Shares of Nominee(%)**	Specify Percentage _____%
Relationship with Applicant #	
Nominee(s) Address	
	CITY STATE COUNTRY PIN Code
Nominee Identification Document	PAN Driving License Aadhaar Passport (Additional document for NRI)
Identity Number ***	Ref. ID no. _____
Mobile/Telephone no. of Nominee(s)	
Email ID of Nominee(s)	
Date of Birth of Nominee(s) Only when Nominee is Minor	D D M M Y Y Y Y
Guardian details Complete details of Guardian are required, refer nominee 1,2&3 above	F I R S T M I D D L E L A S T

# Spouse, Son, Daughter, Father, Mother, Brother, Sister, Grand-Son, Grand-Daughter, Grand-Father, Grand-Mother, Others, Mother In Law, Father In Law, Brother In Law, Sister In Law, Son n Law, Daughter In Law

Signature of two witness(es), along with Name & Address are required ONLY WHEN thumb impression is affixed by any of holder	
Name & Address of the Witness, ONLY WHEN thumb impression affixed by the any of holder	
<b>Witness 1</b> (Mr. / Ms): _____ Address _____ _____	Signature of Witness 1
<b>Witness 2</b> (Mr. / Ms): _____ Address _____ _____	Signature of Witness 2

Signature & Name of holder (s)		
S8	Signature 1st holder	Signature 2nd holder
		Signature 3rd holder

\*Joint Accounts:

Event	Transmission of Account / Folio to
Demise of one or more joint holder(s)	Surviving holder(s) through name deletion The surviving holder(s) shall inherit the assets as owners.
Demise of all joint holders simultaneously – having nominee	Nominee
Demise of all joint holders simultaneously – not having nominee	Legal heir(s) of the youngest holder

\*\* If % is not specified, then the assets shall be distributed equally amongst all the nominees. Any odd lot after division / fraction of %, shall be transferred to the first nominee mentioned in the nomination form. (see table in 'Transmission aspects').

\*\*\* Provide only number: PAN or Driving License or Aadhaar (last 4). However, in case of NRI / OCI / PIO, Passport number is acceptable.

Below details are Applicable for Ac opening from August 08, 2025

- 1) I / We want the details of my / our nominee to be printed in the statement of holding or statement of account, provided to me / us by the DP as follows;  
(please tick, as appropriate) ☐ Name of nominee(s) ☐ Nomination: Yes Or No (to be displayed). Is default when either of details are not selected

**Below details are Applicable for Ac opening from December 15, 2025**

2) I hereby authorize \_\_\_\_\_ (nominee number \_\_\_\_ ) to operate my account on my behalf, in case of my incapacitation. He / She is authorized to encash my assets up to \_\_\_\_ % of assets in the account / folio or Rs. \_\_\_\_\_. (Optional)(strike off portions that are not relevant)

3) This nomination shall supersede any prior nomination made by me / us, if any.

Name of the Holders	Signature of the Holders
Name of 1st Holder	S9 Signature 1st holder
Name of the 2nd Holder	Signature 2nd holder
Name of the 3rd Holder	Signature 3rd holder

**Rights, Entitlement and Obligation of the investor and nominee:**

- If you are opening a new demat account, you have to provide nomination. Otherwise, you have to follow procedure for Opt-Out.
- You can make nomination or change nominee any number of times without any restriction.
- You are entitled to receive acknowledgement from the DP for each instance of providing or changing nomination.
- Upon demise of the investor, the nominees shall have the option to either continue as joint holders with other nominees or for each nominee(s) to open separate single account.
- In case all your nominees do not claim the assets from the DP, then the residual unclaimed asset shall continue to be with the concerned Depository in case of Demat account.
- You have the option to designate any one of your nominees to operate your account, in case of your physical incapacitation, at any point of time and not just during opening of account / folio. This mandate can be changed any time you choose.
- The signatories for this nomination form shall be as per mode of holding in the / demat account i.e.
  - 'Either or Survivor' Accounts - any one of the holder can sign
  - 'First holder' Accounts - only First holder can sign
  - 'Jointly' Accounts - all holders have to sign

**Transmission aspects**

- DPs shall transmit the account to the nominee(s) upon receipt of 1) copy of death certificate and 2) completion / updation of KYC of the nominee(s). The nominee is not required to provide affidavits, indemnities, undertakings, attestations or notarization.
- In case of a joint account / folio, for transmission to the surviving joint holder(s) by name deletion, the surviving joint holder(s) shall have the option to update residential address(es), mobile number(s), email address(es), bank account detail(s), annual income and nominee(s), either along with transmission or at a later date. The regulated entity cannot seek KYC documents at the time of transmission, unless it was sought earlier but not provided by the holder.
- Nominee(s) shall extend all possible co-operation to transfer the assets to the legal heir(s) of the deceased investor. In this regard, no dispute shall lie against the DP.
- In case of multiple nominees, the assets shall be distributed pro-rata to the surviving nominees, as illustrated below.

% share as specified by investor at the time of nomination		% assets to be apportioned to surviving nominees upon demise of investor and nominee 'A'			
Nominee	% share	Nominee	% initial share	% of A's share to be apportioned	Total % share
A	60%	A	0%	0%	0%
B	30%	B	30%	45%	75%
C	10%	C	10%	15%	25%
Total	100%		40%	60%	100%

☐ I/We wish to Opt Out of Nomination.

**Declaration Form for opting out of nomination**

I / We hereby confirm that I / We do not wish to appoint any nominee(s) in my / our trading / demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents / information for claiming of assets held in my / our trading / demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the trading / demat account.

Signature & Name of holder (s)	S10		
	Signature 1st holder	Signature 2nd holder	Signature 3rd holder

Signature of two witness(es), along with Name & Address are required ONLY WHEN thumb impression is affixed by any of holder

Witness 1	Name & Address of the Witness, ONLY WHEN thumb impression affixed by the any of holder (Mr. / Ms): _____	D D M M Y Y Y Y	Signature of Witness
	Witness 2	Name & Address of the Witness, ONLY WHEN thumb impression affixed by the any of holder (Mr. / Ms): _____	D D M M Y Y Y Y

**Notes on Nomination in Demat Account (Refer Notes For Joint Accounts on page 4 for joint accounts)**

**Notes :** 1. All communication shall be sent at the address of the Sole/First holder only. 2. Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate. 3. Instructions related to nomination, are as below: I. The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly or jointly. Non- individuals including society, trust, body corporate, partnership firm, and Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly all joint holders will sign the nomination form. II. A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner. III. Only Individual / natural person(s) can be nominee(s). The Nominee shall not be artificial person created/dressed by the law or by a fiction such as trust, society, body corporate, partnership firm or Hindu Undivided Family. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time. IV. Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities. V. Transfer of securities in favour of a Nominee shall be valid discharge by the depository and the Participant against the legal heir. VI. The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non- individuals including society, trust, body corporate, partnership firm, Hindu Undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form. VII. On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour of the Nominee. 4. Instructions related to mode of receiving Statement of Account in electronic form, are as below: I. All the necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/ email account should be taken by the client. Such statement may be accessed by other entities in case the confidentiality/secretcy of the login name and password is compromised II. Participant or Client can terminate such arrangement by giving 10 days prior notice. III. In case opted for statement through email, the Client shall immediately inform the Participant about change in email address, if any



# >>>STAMP DUTY SECTION>>>

This document is voluntary. However, the same is required to be executed by the customers in order to avail of seamless trading platform with integrated bank account, demat account and broking account. If you do not wish to use the services of HDFC Securities Limited and HDFC Bank Limited, you need not execute such documents.)

## Master Mandate Letter

I / We refer to the Mandatory Rights and Obligations prescribed by SEBI Non-mandatory Additional Rights and Obligations Confirmation dated \_\_\_\_\_, 20\_\_\_\_\_ (“Additional Rights and Obligations Confirmation”) by the Client (as described below) (“Client”) in favour of HDFC Securities Limited (“HDFC Securities”).

The Client is desirous of investing and/ or trading in securities, making investments and entering into various transactions (hereinafter, for the sake of convenience, collectively referred to as “Securities”) with or through HDFC Securities and for this purpose the Client has signed the account opening form together with the Mandatory Rights and Obligations prescribed by SEBI and Additional Rights and Obligations Confirmation by the Client in favour of HDFC Securities (hereinafter collectively referred to as the “Account Opening Documentation”). Under the terms of the Account Opening Documentation and SEBI regulations and circulars, the Client and the other account holders (described below) (hereinafter collectively referred to as the “Joint Account Holders”) have agreed to execute this Master Mandate Letter, supplemented by (i) Demat Debit and Pledge Instruction in favour of [HDFC Securities] and (ii) mandate letter and instructions to HDFC Bank and HDFC Securities in respect of the Associated Accounts of which they are the holders.

It is understood and acknowledged by the Client and other

account holders that this Master Mandate Letter is the principal letter of authority and instrument and the Demat Debit and Pledge Instruction and Mandate Letter are instructions for facilitating and completing transactions contemplated in the Account Opening Documentation.

I/We have perused the Account Opening Documentation and consent to the provisions thereof. The aforesaid mandate has been granted, the instructions herein have been given and the agreements herein contained have been agreed to by me/us in consideration of the Account Opening Documentation and the mutual rights, covenants and obligations thereunder.

This mandate may be revoked by the Client at any time, however, such revocation shall not affect the obligations of the Client outstanding at the time such revocation and the mandate and instructions granted hereunder shall continue until all transactions and instructions already executed or issued in pursuance of this mandate and all outstandings towards HDFC Securities or HDFC Bank have been settled.

This master mandate letter shall come into force upon its acceptance by HDFC Securities.

I/We the Client and the other account holders have hereby executed this master mandate letter at \_\_\_\_\_ on the \_\_\_\_\_ day of 20 \_\_\_\_\_

Signature & Name of holder (s)

<b>S15</b> Signature of 1st (trading) holder _____	Signature of 2nd Demat holder (if any) _____	Signature of 3rd Demat holder (if any) _____	Signature of 2nd Bank holder (if any) _____	Signature of 3rd Bank holder (if any) _____
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Accepted  
For HDFC Securities Limited

Authorised Signatory

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

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

UDN

## Demat Debit and Pledge Instruction

To  
HDFC Securities Limited,  
Depository Services, I Think Techno Campus, Building - B,  
“Alpha”, Office Floor 8, Kanjurmarg (East), Mumbai - 400042.

### ASSOCIATED DEMAT ACCOUNT DETAILS:

DP ID 

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 DP Account 

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Customer / UCIC ID 

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

 Depository 

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

Name of 1st holder	
Name of 2nd holder	
Name of 3rd holder	

Sr No.	Purpose	1st Holder Sign	2nd Holder Sign	3rd Holder Sign
1	Transfer of securities held in the Demat Associated Accounts of the Joint Account Holder(s) towards Stock Exchange related deliveries /settlement obligations arising out of trades executed by Joint Account Holder(s) on the Stock Exchange through HDFC Securities	<b>S16</b>		
2	Pledging / re-pledging of securities in favour of HDFC Securities and / or the clearing member for the purpose of meeting margin requirements of the Joint Account Holder(s) in connection with the trades executed by the Joint Account Holder(s) on the Stock Exchange	<b>S17</b>		
3	Mutual Fund transactions being executed on Stock Exchange order entry platforms	<b>S18</b>		
4	Tendering shares in open offers through Stock Exchange platforms	<b>S19</b>		

Please note, pt. 3 & 4 will be applicable from 18-Nov-2022 as per SEBI circular SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2022/137 dated 06-Oct-2022

I/We the Client and the other account holders have hereby executed this Demat Debit and Pledge Instruction at \_\_\_\_\_ on the \_\_\_\_\_ day of 20 \_\_\_\_\_

### List of HDFC Securities Ltd. demat accounts where securities can be moved w.e.f. October 01, 2019.

Name of the Depository Participant		HDFC Bank Ltd.	
NSDL		CDSL	
DP ID	CLIENT ID	DP ID	CLIENT ID
IN300126	11178642,11178157,11248012, 11302668, 11281903, 11281899	13012400	04524460, 00005785, 00004711, 06325921, 06069648, 06069652

Bank Mandate Letter and Instructions

1. I/We, the Client / Joint Account Holders, mandate and instruct HDFC Bank, acting through any of its officers or employees:
- a. To block, hold and/or create / mark a lien, charge or hypothecation on one or more of the Associated Bank Accounts or all or any of the money therein including in the internal systems of the Bank, as HDFC Bank may deem fit and thereafter without any further instructions (this writing constituting my/our instructions to do so) to transfer all the said money to HDFC Securities or any account(s) of HDFC Securities specified in the schedule hereto or to such other accounts as may be specified on the website of HDFC Securities and by electronic mail otherwise or in accordance with the instructions of HDFC Securities.
- b. To transfer any money from any Associated Bank Account(s) to HDFC Securities or any account(s) of HDFC Securities specified in the schedule hereto or to such other accounts as may be specified on the website of HDFC Securities and by electronic mail or otherwise for the following purposes:(i) towards stock exchange related margin/delivery and/or settlement obligations arising out of trades executed by me/us on the stock exchange through HDFC Securities;(ii) for recovering any outstanding amount due from me/us arising out of my/our trading activities on the stock exchanges through HDFC Securities;(iii) for meeting obligations arising out of my / our subscription to, units of Unit Trust of India or other mutual funds, government securities, negotiable instruments, certificates of deposits, participation certificates, commercial paper, bank deposits, fixed deposits, money market instruments, collective investment schemes or any other security or financial instrument, derivatives, including but not limited to equity derivatives, currency derivatives, interest rate derivatives, forwards, futures, swaps and options, and public provident fund, national savings schemes, new pension system / scheme and other savings schemes of Government of India or other undertakings, life insurance, general insurance or such other products / facilities / services offered and/or distributed by HDFC securities, from time to time or in connection with any transaction effected or entered into or proposed to be effected or entered into by HDFC Securities pursuant to the said Account Opening Documentation;(iv) towards monies/ fees/ charges, or the like due to HDFC Bank and/or HDFC Securities payable by virtue of my/ us using/ subscribing to any of the facilities/ services availed by me/ us. Provided further, that any funds that have been erroneously transferred to HDFC Securities / received by HDFC Bank, or that HDFC Securities or HDFC Bank were not entitled to receive, shall be re-transferred / returned to the associated account from which they were transferred.
- c. To sign, deliver and/or acknowledge all instructions, forms, instruments, cheques, drafts, slips, receipts and other instruments and writings which are necessary or advisable for performing all or any of the mandate and instructions hereby conferred.
- d. To apply for, purchase, redeem and/or sell in any other manner acquire or dispose of units of Unit Trust of India or other mutual funds, government securities, negotiable instruments, certificates of deposits, participation certificates, commercial paper, bank deposits, fixed deposits, money market instruments or other instruments of like nature, collective investment scheme or any other security or financial instrument, , currency derivatives, interest rate derivatives, and public provident fund, national savings schemes, new pension system / scheme and other savings schemes of Government of India or other undertakings, life insurance, general insurance or such other products/facilities/services, offered and/or distributed by HDFC Securities.
- e. To receive and hold certificates, title documents, deposit receipts, account statements and other documents and writings pertaining to mentioned above and/or any amount invested, advanced or expended by me/us or on my/our behalf and to acknowledge receipt of the same
- f. To sign and endorse all such application forms, transfer deeds, deposit receipts, redemption requests, negotiable and other instruments,

contracts and other writings and do all such acts as may be required for all or any of the above purposes or otherwise in connection with any transaction effected or entered into or proposed to be effected or entered into by HDFC Securities pursuant to the said Account Opening Documentation. For this purpose HDFC Bank may act on the basis of any certificate or writing by HDFC Securities that any transaction is effected or entered into or proposed to be effected or entered into by HDFC Securities pursuant to the said Account Opening Documentation and the same will be binding on the Joint Account Holder(s) and any other person relying on this mandate and instructions.

g. To send a consolidated summary of my/our scrip-wise buy and sell positions taken with average rates by short message service or through email on a daily basis. PROVIDED THAT HDFC Bank shall exercise the mandate conferred only pursuant to instructions in that behalf given by the Client, which instructions may be given orally, over the telephone, through the internet, through a kiosk, electronically or in any other manner acceptable to HDFC Bank and such instructions given to HDFC Bank or HDFC Securities shall be admissible in evidence and shall not be questioned by me/us and shall be conclusive and binding against me/us. AND PROVIDED FURTHER THAT the aforesaid mandate and instructions may (at HDFC Bank's and/or HDFC Securities' option) be exercised by HDFC Bank on behalf of the Client alone or all or any of the Joint Account Holders, and any such exercise shall be binding upon all the Joint Account Holders. AND I/We the Joint Account Holders do mandate and instruct HDFC Bank to, from time to time and without requiring my/our further instructions or consent (this writing constituting my/our consent).

For the purpose of the above mandate and instructions, the Joint Account Holders are instructing HDFC Bank and HDFC Securities : (i) The Joint Account Holders of any Associated Bank Account(s) shall at all times make available sufficient funds in the Associated Bank Account(s) for the purpose of the transactions to be carried out pursuant to the Account Opening Documentation and shall not, without HDFC Securities prior written consent, close an Associated Bank Account and/ or Associated Demat Account or directly or indirectly operate or give instructions in respect of any Associated Account which may prejudice HDFC Securities rights under the Account Opening Documentation or the transactions undertaken thereunder or mandate exercisable by HDFC Bank hereunder or which would be contrary to the provisions of the Account Opening Documentation or any acts by HDFC Bank pursuant to the above. (ii) The Joint Account Holders of any Associated Bank Account(s) agree that (a) instructions given by the Client to HDFC Bank to block funds in or to transfer funds from an Associated Bank Account in connection with any transaction entered into and/or to be entered into by the Client with or through HDFC Securities will be given first priority over any other instructions or cheques (whether prior or subsequent) given or issued by any Joint Account Holder by itself or through any other attorney,(b) funds once blocked on the instructions of the Client in connection with any transaction entered into and/or to be entered into by the Client with or through HDFC Securities can be released only with the express written consent of HDFC Securities to HDFC Bank; and(c) if the Client has given any blocking, holding, debit or other instructions in respect of any money in any Associated Bank Account, in connection with any transaction entered into and/or to be entered into by the Client with or through HDFC Securities, and HDFC Securities receives transfer, debit or other instructions in respect of such money from any Joint Account Holder or any other person, then HDFC Bank shall first give effect to the first mentioned instructions and shall also transfer the concerned money to HDFC Securities account; In case of death, disability, winding up or liquidation of any Joint Account Holder, HDFC Bank shall be entitled to immediately freeze the Associated Bank Accounts, and the mandate, shall be revoked as regards such Joint account Holder upon the intimation in writing to HDFC Bank and HDFC

Securities of such death, disablement, dissolution, winding up or liquidation by the surviving Joint Account Holder/s and the instructions and agreements contained herein shall be revoked within two days of such intimation.

Due to any systems used for executing instructions there could be consequent delay of one business day (in the normal course) or other number of days (for reason not in control of HDFC Bank) from the date of receipt of the instructions to the actual execution of the instructions in the systems and hence instructions will be provided well in advance in order to enable timely delivery. Further all instructions, whether for a hold or transfer or otherwise would be in respect of the balances in the Associated Bank Accounts on the previous day and HDFC Bank would not permit blocking/transfer of any other action in respect of funds which have come to the credit of the Associated Bank Accounts on the current day.

This mandate may be revoked by the Client at any time, however, such revocation shall not affect the obligations of the Client outstanding at the time such revocation and the mandate and instructions granted hereunder shall continue until all transactions and instructions already executed or issued in pursuance of this mandate and all outstandings towards HDFC Bank have been settled.

I/We the Client and the other account holders have hereby executed this mandate and instruction at \_\_\_\_\_ on the \_\_\_\_\_ day of 20\_\_\_\_.

List of HDFC Securities Ltd. bank accounts where funds can be moved w.e.f. October 01, 2019.

Bank Name	HDFC Bank Ltd.
Account no	50200036338693, 50200036340161, 50200036338578, 50200036340151, 50200036338730, 50200036340148, 50200036340174, 50200036340250, 50200036338720, 50200036338717, 50200034589301, 00602030000061, 00602340029392, 00602340029400, 00602340029410, 00602340029427, 00602340029434, 00602340029444, 00602340029451, 00602340029461, 00602340029478, 00602340029488, 00602340029616, 05422320002170, 15772340000727, 57500000389146, 00990610005906

ASSOCIATED BANK ACCOUNT DETAILS:

HDFC BANK A/C																			
Account Type																			
Customer / UCIC ID																			
Branch																			

S20		
Signature 1st holder	Signature 2nd holder	Signature 3rd holder
Name of 1st holder	Name of 2nd holder	Name of 3rd holder
Constitution of 1st holder	Constitution of 2nd holder	Constitution of 3rd holder
Address of 1st holder	Address of 2nd holder	Address of 3rd holder
Address of 1st holder	Address of 2nd holder	Address of 3rd holder



**A. IMPORTANT POINTS**

1. Self attested copy of PAN card is mandatory for all clients.
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 foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted
10. For opening a minor's account with Depository Participant or Mutual Fund, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. 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.
12. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
13. Demat master or recent holding statement issued by DP bearing name of the client.
14. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.

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

1. 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).
2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
3. 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.)

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. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
5. 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.
6. 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.
7. 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.
8. The proof of address in the name of the spouse may be accepted.

**D. Exemptions/clarifications to PAN**

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

1. 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.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

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

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 List of Disability Impairment (Code Details)**

1 Blindness	8 Mental Illness	15 Speech and Language Disability
2 Low Vision	9 Muscular Dystrophy	16 Multiple Sclerosis
3 Hearing Impairment	10 Parkinson's Disease	17 Specific Learning Disabilities
4 Locomotor Disability	11 Acid Attack Victim	18 Chronic Neurological Conditions
5 Leprosy Cured	12 Sickle Cell Disease	19 Autism Spectrum Disorder
6 Cerebral Palsy	13 Hemophilia	20 Dwarfism
7 Intellectual Disability	14 Thalassemia	

**Important:**

The Bank/ Securities staff carrying out the IPV should:

1. Sign in the place provided for "Signature of Authorised Signatory" within the box "For Office USE Only" on the KYC Form and
2. Affix the OSV stamp along-with the signature on the relevant supporting documents pertaining to Proof of Identity & Proof of Address.

### Important pre-requisites for the acceptance of the request of F&O privilege based on the supporting documents

List of acceptable documents	Condition if any
Copy of ITR Acknowledgement (for last financial year)	Should have a gross income of more than Rs. 1.2 lakh
Copy of Form 16 in case of salary income (for last financial year)	Should have a gross salary of more than Rs. 1.2 lakh
Net worth certificate (latest one or at the end of last financial year)	Should be dated and have a minimum value of Rs. 1.2 lakh
Salary Slip (for one month in current financial year)	Gross Salary should be more than Rs. 10,000
Bank account statement for last 6 months*	There should be balance atleast on a single day of more than equal to Rs. 10,000/-
Copy of demat account Holding statement. (not more than 3 months old) **	The statement should display the value of securities lying in the demat account. The total value should be more than Rs. 10,000/-
Life insurance policy	(any insurance co. with minimum cover of two lakh)
KVP,NSC,IVP & Bonds	Should be valid as on date of submission and have a minimum value of Rs. 10,000/-
Bank FD's, Corporate FD's	Should be valid as on date of submission and have a minimum value of Rs. 10,000/-
Mutual Fund Statement	Statement should not be more than 2 months old. The latest NAV and value should be more than Rs 10,000/-
Ownership of assest such as Gold	Value as mentioned on the bill should be Rs. 10,000/-
Letter from Society	The letter should state ownership of the flat. It should be on the letter head of the society
RC book of the vehicle	List of acceptable documents

\* Bank statement as downloaded from the net banking or xerox of physical statement be submitted

\*\* incase of demat account statement where only holdings are mentioned without valuation, then the same should be manually mentioned on the date on submission should be self attested by the client or the employee of Depository Participant (DP).

Checklist for Individuals / Minor / Applicant(s):	For the Applicants		For DP use	
Self attested copy of PAN submitted by ALL applicants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In case the photo on PAN copy is not clear, another self attested ID proof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self attested copy of Address Proof of ALL the applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KYC form is duly filled, signed and submitted by ALL applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photograph affixed and signed across such that part of the signature is on the form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of cancelled cheque leaf of the 1st applicant is provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of account mentioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete address of the bank, i.e Name and Address in full with Pin code is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICR number duly filled-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FTR CHECKLIST</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Client Sign Missing ? Please Check That Customer has Signed the AOF in all the required Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Case of Scheme L - Check company code of Client (Finware) with company code in 'L' list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Pan Card & Address proof is Clearly Readable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original seen & verification stamp is affixed on pan card/Address proof & signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SB A/c No written in the form is correct (14 digits) & belongs to the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Alterations/Corrections are Attested by the customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Most Important Terms and Conditions (MITC)

(For non-custodial settled trading accounts)

1. Your trading account has a “Unique Client Code” (UCC), different from your demat account number. Do not allow anyone (including your own stock broker, their representatives and dealers) to trade in your trading account on their own without taking specific instruction from you for your trades. Do not share your internet/ mobile trading login credentials with anyone else.
2. You are required to place collaterals as margins with the stock broker before you trade. The collateral can either be in the form of funds transfer into specified stock broker bank accounts or margin pledge of securities from your demat account. The bank accounts are listed on the stock broker website. Please do not transfer funds into any other account. The stock broker is not permitted to accept any cash from you.
3. The stock broker’s Risk Management Policy provides details about how the trading limits will be given to you, and the tariff sheet provides the charges that the stock broker will levy on you.
4. All securities purchased by you will be transferred to your demat account within one working day of the payout. In case of securities purchased but not fully paid by you, the transfer of the same may be subject to limited period pledge i.e. seven trading days after the pay-out (CUSPA pledge) created in favor of the stock broker. You can view your demat account balances directly at the website of the Depositories after creating a login.
5. The stock broker is obligated to deposit all funds received from you with any of the Clearing Corporations duly allocated in your name. The stock broker is further mandated to return excess funds as per applicable norms to you at the time of quarterly/ monthly settlement. You can view the amounts allocated to you directly at the website of the Clearing Corporation(s).
6. You will get a contract note from the stock broker within 24 hours of the trade.
7. You may give a one-time Demat Debit and Pledge Instruction (DDPI) authority to your stock broker for limited access to your demat account, including transferring securities, which are sold in your account for pay-in.
8. The stock broker is expected to know your financial status and monitor your accounts accordingly. Do share all financial information (e.g. income, networth, etc.) with the stock broker as and when requested for. Kindly also keep your email Id and mobile phone details with the stock broker always updated.
9. In case of disputes with the stock broker, you can raise a grievance on the dedicated investor grievance ID of the stock broker. You can also approach the stock exchanges and/or SEBI directly.
10. Any assured/guaranteed/fixed returns schemes or any other schemes of similar nature are prohibited by law. You will not have any protection/recourse from SEBI/stock exchanges for participation in such schemes.

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Signature of Customer

## Policy for Handling Good Till Date Orders

### 1. Background :

Exchanges vide its circular NSE/INSP/62528 dated June 21, 2024 and 20240622-2 dated June 22, 2024 pertaining to 'Policy on Handling of Good Till Cancelled Orders offered by Members to Clients' mandated trading members to formulate a policy in case they offer "Good Till Cancelled" / "Good Till Triggered" orders or orders of similar type.

### 2. Scope:

The Exchanges have stated that the policy shall include –

- Details of Good Till Cancelled/Good Till Triggered/orders of similar type provided by member including its validity.
- Manner of handling of such orders in case of corporate actions (e.g. cancellation, price reset, retaining, etc. for the unexecuted orders).
- Provide timeline within which the member shall intimate their clients about details of upcoming corporate actions applicable for such unexecuted orders of clients, which shall not be later than one day prior to the ex-date of the corporate action.

### 3. Details of Good Till Cancelled/Good Till Triggered/orders –

- HDFC Securities Ltd. ("HSL") enables its clients to place "Good Till Date" (GTDt) orders.
- GTDt is a order facility through which a client can place buy and sell limit orders in shares, index futures & index options specifying the period for which the order instruction is valid. The period selected by the client shall be within the maximum validity date defined by HSL. Since client has the right to define validity date ("order validity date"), this order type is called as Good Till Date (GTDt) order.
- All existing and new clients of HSL who are eligible to trade in Equity Cash product & Derivatives can avail GTDt facility for order placement.
- The facility of placing a GTDt order is available in Equity Cash product, Index futures, Index Options and E-Margin (MTF) product only. It is not available for other products like Margin, Spot, etc. As and when, GTDt orders are introduced in new segments the same shall be displayed through the HSL website and subsequently updated in the policy.
- Client can specify disclosed quantity while placing cash orders with GTDt order validity.
- GTDt orders can only be placed by specifying a limit price. GTDt orders cannot be placed at market price.
- If a GTDt order is not executed for the entire quantity, HSL is authorised to place fresh orders for the unexecuted quantity for the client on the subsequent trading days till the entire quantity is executed or till the validity expires, whichever is earlier. This feature permits the client to specify the number of days during which the client intends to place the orders.
- GTDt orders can be placed during the pre-open session for all scrips, however only orders in scrips that are pre-open enabled would be sent to exchange during the pre-open session. Orders in all other scrips not enabled for pre-open session would be treated as overnight orders and sent to exchange during normal trading session.
- Client shall ensure that necessary funds/margins are available to place GTDt orders in their account for the unexecuted quantity of the order.
- "Order Validity Date" means the date entered by the client while placing GTDt orders. This date shall be equal to or less than the maximum validity date defined by HSL which would appear as the default "Order Validity Date". Client can choose the GTDt order validity date as less than or equal to the maximum validity date defined by HSL. Client shall not be allowed to place orders with GTDt validity beyond maximum defined validity date.
- In case the GTDt order validity date falls on a non trading day, the order is expired by HSL on the last trading day which falls prior to such order valid date which is a non trading day. Post the expiry, the status of GTDt order is updated as Expired (Closed).
- Once a client has placed a GTDt order, HSL will place orders for the unexecuted quantity of the GTDt order for all the days during the validity period or till the quantity is fully executed or cancelled or rejected due to any reason. Client may login only to check the status of such orders.
- For the unexecuted quantity orders shall be placed daily as overnight orders during the validity period, i.e. until the order validity date is less than or equal to the next trade date provided such GTDt order remains unexecuted and is not cancelled, nor rejected due to any reason. The orders would be placed on these dates provided they are trading days.
- All securities in BSE & NSE except securities in debt segment, NCD, Bonds and illiquid securities are eligible for the placing GTDt order.
- Orders with GTDt validity can be placed both during the market hours as well as post market hours.
- GTDt orders can be placed over CallNTrade.
- Client can place maximum 5 GTDt orders for a particular scrip and in all a client can place maximum 30 GTDt orders across all eligible scrips.
- Clients can modify the quantity or limit price of a GTDt orders Clients can modify the order only when the order is in 'Ordered status' (during market hours) or 'Requested status' (after market hours). "GTDt Blocked" orders cannot be modified but can only be cancelled.
- All GTDt orders can be cancelled.
- The Brokerage rates and applicable charges are same for normal transactions and GTDt orders. Further, GTDt orders shall be settled in the same manner as normal equity / derivative market transactions.
- Clients can also place GTDt Buy and Sell (sell- Open position only) order under E-Margin Product.
- Stoploss orders can also be placed with GTDt validity.

### 4. Handling of GTDt orders in case of corporate actions :

Post Corporate Action, GTDt orders will be validated against DPR (Daily Price Range) sent by the exchange. Before revalidating the order for next trading day (post corporate action), system will check for circuit limits and daily price range and would validate orders only within the circuit limit and daily price ranges.

The orders which would get failed in circuit check and daily price range for next day pumping would be kept in system in "GTDt Blocked" status for retry on subsequent trading day.

Emails and SMS will be sent to the customers when the GTDt orders fall short of Funds / Securities or Blocked due to price beyond DPR range.

### 5. Updating Clients of upcoming Corporate Actions :

All upcoming corporate actions including dividend, bonus, split, etc. shall be intimated to clients having unexecuted GTDt orders atleast one day prior to the ex-date of the corporate action.

Clients shall review their GTDt orders pro actively whenever there may be impact of corporate action on their order/s. It would be the onus of the client to take appropriate action to modify / cancel orders accordingly.

### 6. Policy Communication :

The said policy shall be made part of the Account Opening Form/Kit under heading "Policy on Handling of Good Till Cancelled Orders of Client" of Policy and Procedures document and shall also be displayed on the HSL website.

### 7. Policy Review :

The said policy shall be reviewed on an annual basis.

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Signature of Customer

## Disclosure of minimum mandatory Terms & Conditions to clients pursuant to SEBI Research Analyst ('RA') Regulations

**1. Availing the research services:** By accepting delivery of the research service, the client confirms that he/she has elected to subscribe the research service of the RA at his/her sole discretion. RA confirms that research services shall be rendered in accordance with the applicable provisions of the RA Regulations.

**2. Obligations on RA:** RA and client shall be bound by SEBI Act and all the applicable rules and regulations of SEBI, including the RA Regulations and relevant notifications of Government, as may be in force, from time to time.

**3. Client Information and KYC:** The client shall furnish all such details in full as may be required by the RA in its standard form with supporting details, if required, as may be made mandatory by RAASB/SEBI from time to time. RA shall collect, store, upload and check KYC records of the clients with KYC Registration Agency (KRA) as specified by SEBI from time to time.

**4. Standard Terms of Service:** "I / We have read and understood the terms and conditions applicable to a research analyst as defined under regulation 2(1)(u) of the SEBI (Research Analyst) Regulations, 2014, including the fee structure. I/We are subscribing to the research services for our own benefits and consumption, and any reliance placed on the research report provided by research analyst shall be as per our own judgement and assessment of the conclusions contained in the research report.

I/We understand that –

- i. Any investment made based on the recommendations in the research report are subject to market risk.
- ii. Recommendations in the research report do not provide any assurance of returns.
- iii. There is no recourse to claim any losses incurred on the investments made based on the recommendations in the research report."

Declaration of the RA that:

- i. It is duly registered with SEBI as an RA pursuant to the SEBI (Research Analysts) Regulations, 2014 and its registration details are: (registration number, registration date);
- ii. It has registration and qualifications required to render the services contemplated under the RA Regulations, and the same are valid and subsisting.
- iii. Research analyst services provided by it do not conflict with or violate any provision of law, rule or regulation, contract, or other instrument to which it is a party or to which any of its property is or may be subject;
- iv. The maximum fee that may be charged by RA is 1.51 lakhs per annum per family of client.
- v. The recommendations provided by RA do not provide any assurance of returns.

**5. Consideration and mode of payment:** The client shall duly pay to RA, the agreed fees for the services that RA renders to the client and statutory charges, as applicable. Such fees and statutory charges shall be payable through the specified manner and mode(s)/ mechanism(s).

Note:- Currently, HDFC Securities Ltd does not charge its retail clients for research services.

**6. Risk factors:** Investments in securities market are subject to market risks, read all the related documents carefully before investing.

**7. Conflict of interest:** The RA shall adhere to the applicable regulations/ circulars/ directions specified by SEBI from time to time in relation to disclosure and mitigation of any actual or potential conflict of interest. The disclosures regarding actual and potential conflict of interest shall be made available in the research reports published.

**8. Termination of service and refund of fees:** Disclosure that the RA may suspend or terminate rendering of research services to client on account of suspension/ cancellation of registration of RA by SEBI and shall refund the residual amount to the client. In case of suspension of certificate of registration of the RA for more than 60 (sixty) days or cancellation of the RA registration, RA shall refund the fees, on a pro rata basis for the period from the effective date of cancellation/ suspension to end of the subscription period.

**9. Grievance redressal and dispute resolution:** Any grievance related to (i) non-receipt of research report or (ii) missing pages or inability to download the entire report, or (iii) any other deficiency in the research services provided by RA, shall be escalated promptly by the client to the person/employee designated by RA, in this behalf. (refer escalation matrix).

The RA shall be responsible to resolve grievances within 7 (seven) business working days or such timelines as may be specified by SEBI under the RA Regulations. RA shall redress grievances of the client in a timely and transparent manner. Any dispute between the RA and his client may be resolved through arbitration or through any other modes or mechanism as specified by SEBI from time to time.

**10. Additional Clauses:** All additional voluntary clauses added by the RA should not be in contravention with rules/ regulations/ circulars of SEBI. Any changes in such voluntary clauses/document(s) shall be preceded by a notice of 15 days.

**11. Mandatory notice:** As investors you are requested to go through Do's and Don'ts while dealing with RA as specified in SEBI master circular no. SEBI/HO/MIRSD-POD-1/P/CIR/2024/49 dated May 21, 2024 or as may be specified by SEBI from time to time.

**12. Optional Centralised Fee Collection Mechanism:** SEBI has introduced optional 'Centralised Fee Collection Mechanism for IA and RA' (CeFCoM) available for payment of fees to RA. However, HSL has not availed the said facility.

**13. Use of Artificial Intelligence ('AI') tools in RA services:** The extent of use of artificial intelligence tools shall be disclosed as a part of the research reports published.

### **14. Most Important Terms and Conditions (MITC):**

1. These terms and conditions, and consent thereon are for the research services provided by the Research Analyst (RA) and RA cannot execute/carry out any trade (purchase/sell transaction) on behalf of, the client. Thus, the clients are advised not to permit RA to execute any trade on their behalf.

2. The fee charged by RA to the client will be subject to the maximum of amount prescribed by SEBI/ Research Analyst Administration and Supervisory Body (RAASB) from time to time (applicable only for Individual and HUF Clients).



**Note:**

- 2.1. The current fee limit is Rs 1,51,000/- per annum per family of client for all research services of the RA.
- 2.2. The fee limit does not include statutory charges.
- 2.3. The fee limits do not apply to a non-individual client / accredited investor.
- 2.4 Currently Nil, HSL reserves the right to levy charges in future.
3. RA may charge fees in advance if agreed by the client. Such advance shall not exceed the period stipulated by SEBI; presently it is one year (for Individual and HUF clients). In case of pre-mature termination of the RA services by either the client or the RA, the client shall be entitled to seek refund of proportionate fees only for unexpired period.
4. Fees to RA may be paid by the client through any of the specified modes like cheque, online bank transfer, UPI, etc. Cash payment is not allowed. Optionally the client can make payments through Centralized Fee Collection Mechanism (CeFCoM) managed by BSE Limited (i.e. currently recognized RAASB).
5. The RA is required to abide by the applicable regulations/ circulars/ directions specified by SEBI and RAASB from time to time in relation to disclosure and mitigation of any actual or potential conflict of interest. The RA will endeavor to promptly inform the client of any conflict of interest that may affect the services being rendered to the client.
6. Any assured/guaranteed/fixed returns schemes or any other schemes of similar nature are prohibited by law. No scheme of this nature shall be offered to the client by the RA.
7. The RA cannot guarantee returns, profits, accuracy, or risk-free investments from the use of the RA's research services. All opinions, projections, estimates of the RA are based on the analysis of available data under certain assumptions as of the date of preparation/publication of research report.
8. Any investment made based on recommendations in research reports are subject to market risks, and recommendations do not provide any assurance of returns. There is no recourse to claim any losses incurred on the investments made based on the recommendations in the research report. Any reliance placed on the research report provided by the RA shall be as per the client's own judgement and assessment of the conclusions contained in the research report.
9. The SEBI registration, Enlistment with RAASB, and NISM certification do not guarantee the performance of the RA or assure any returns to the client.
10. For any grievances,

**Step 1:** the client should first contact the RA using the details on its website or following contact details:

**Escalation Matrix:**

Details	Contact Person	Address	Contact No	Email ID	Working hours
Customer Care	Ms. Mital Gala	6th Floor, Lotus Park, Lane no 16., Wagale Industrial Estate, Thane West, Thane - 400604	022-62465555	customercare@hdfcsec.com	9.00 AM to 5.00 PM (Monday to Friday)
Head Of Customer Care	Mr. Tushar Pandey	6th Floor, Lotus Park, Lane no 16., Wagale Industrial Estate, Thane West, Thane - 400604	022-69151437	services@hdfcsec.com	9.00 AM to 5.00 PM (Monday to Friday) & 9.00 AM - 2.00 PM (Saturdays)
Compliance Officer	Mr. Murli Karkera	HDFC securities Limited, iThink Techno Campus, Building - B, 'Alpha', 8th Floor, Opp. Crompton Greaves, Near Kanjurmarg Station, Kanjurmarg (E), Mumbai - 400042	022-69151436	complianceofficer@hdfcsec.com	9.00 AM to 5.00 PM (Monday to Friday) & 9.00 AM - 2.00 PM (Saturdays)
Chief Executive Officer	Mr. Dhiraj Relli	HDFC securities Limited, iThink Techno Campus, Building - B, 'Alpha', 8th Floor, Opp. Crompton Greaves, Near Kanjurmarg Station, Kanjurmarg (E), Mumbai - 400042	022-69151441	escalation@hdfcsec.com	9.00 AM to 5.00 PM (Monday to Friday) & 9.00 AM - 2.00 PM (Saturdays)

**Step 2:** If the resolution is unsatisfactory, the client can also lodge grievances through SEBI's SCORES platform at [www.scores.sebi.gov.in](http://www.scores.sebi.gov.in)

**Step 3:** The client may also consider the Online Dispute Resolution (ODR) through the Smart ODR portal at <https://smartodr.in>

11. Clients are required to keep contact details, including email id and mobile number/s updated with the RA at all times.
12. The RA shall never ask for the client's login credentials and OTPs for the client's Trading Account Demat Account and Bank Account. Never share such information with anyone including RA.

Signature of Customer

## **Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories**

### **General Clause**

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.
2. The DP shall open/activate Demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

### **Beneficial Owner information**

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.
4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the Demat account or furnished to the DP from time to time.

### **Fees/Charges/Tariff**

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "no charges are payable for opening of Demat accounts"
6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.
7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

### **Dematerialization**

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

### **Separate Accounts**

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.
10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and /or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in Demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

### **Transfer of Securities**

11. The DP shall effect transfer to and from the Demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.
12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his Demat account and the DP shall act according to such instructions.

### **Statement of account**

13. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.
14. However, if there is no transaction in the Demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.
15. The DP may provide the services of issuing the statement of Demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of Demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statement of Demat account in the electronic mode, then the Participant shall be obliged to forward the statement of Demat accounts in physical form.
16. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

### **Manner of Closure of Demat account**

17. The DP shall have the right to close the Demat account of the Beneficial Owner, for any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner

shall have the right to close his/her Demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their Demat account should be transferred to another Demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.

18. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of Demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### **Default in payment of charges**

19. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the Demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.
20. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

### **Liability of the Depository**

21. As per Section 16 of Depositories Act, 1996,

1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

### **Freezing/Defreezing of accounts**

22. The Beneficial Owner may exercise the right to freeze/defreeze his/her Demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.
23. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.
24. The Joint holders are aware that in case of any Statutory Order for freezing any one joint holder, the demat account will be frozen and the other joint holders will have to obtain a specific Order for unfreezing their percentage of joint ownership by submitting the relevant documentary proof to the Order issuing authority

### **Redressal of Investor grievance**

25. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

### **Authorized representative**

26. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

### **Law and Jurisdiction**

27. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the Demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.
28. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/her account, that may be in force from time to time.
29. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.
30. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and/or SEBI
31. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.
32. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.



### Annexure - Regular / Basic Services Demat Account (BSDA)

			<input type="checkbox"/> I wish to open a Regular Demat Account	<input checked="" type="checkbox"/> I wish to open Basic Services Demat Account (BSDA)
Sr. No.	Fee Head	Type	Regular Demat Account	Basic Services Demat Account (BSDA)
			Fees	Fees
1	Account opening		Nil	
2	AMC		Rs. 750/- p.a. (Free for first year.)	Holding Value between 0 to 4,00,000 - NIL AMC
				Holding Value between 4,00,001 to 10 Lacs - Rs. 100 p.a
3	Dematerialization	Certificate + Dematerialisation request	Rs. 5/- per certificate + Rs. 35/- per request or min. Rs.40/-	Rs. 5/- per certificate + Rs. 35/- per request or min. Rs.40/-
4	Rematerialization	Rematerialisation Request	A fee of Rs.50/- for every 100 securities or part thereof; subject to maximum fee of Rs.5,00,000/- (wef. 01-Nov-2025)	A fee of Rs.50/- for every 100 securities or part thereof; subject to maximum fee of Rs.5,00,000/- (wef. 01-Nov-2025)
5	Debit transaction charges (Equity/Equity MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
6	Debit transaction charges (Debt/Debt MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
7	Credit Transaction		NIL	
8	Pledge Services (Creation / Invocation / Closure)		0.04% or Rs. 40/- whichever is higher for normal and CUSPA pledge Margin Pledge in Favor of HDFC Securities Limited - Rs. 10/- per transaction Margin Funding Pledge in Favor of HDFC Securities Limited - Rs. 20/- per transaction	
9	Courier charges per Demat/Remat request	Inland Address	Rs. 35/- per request	
		Foreign Address	Rs. 500/- per request	
10	Delivery Instruction Booklet		Rs. 75/- per booklet (5 leaves)	

**PLEASE NOTE : In case you demat account is not eligible for Basic Services Demat Account (BSDA) by CDSL then DP charges for regular demat account will be levied.**

#### Terms & Conditions:

- Demat customers eligible for the BSDA facility need to register their mobile number for the SMS alert facility for debit transactions.
- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation/POA for the recovery of service charges.
- The above charges are exclusive of applicable GST and other taxes / statutory charges levied by Government bodies / statutory authorities from time to time, which will be charged as applicable.
- All charges / service standards are subject to revision at the HSL sole discretion at any given point of time and the same shall be communicated to the customers with a notice of 30 days and would be made available on my/our website
- \*\*\* The Annual Maintenance Charges shall be calculated and debited monthly. (For more details, kindly refer our website [www.hdfcsec.com](http://www.hdfcsec.com))
- To evaluate the eligibility for Basic Services Demat Accounts (BSDA), the value of holdings will be determined on a daily basis, as per the file sent by the NSDL / CDSL The AMC will be calculated at the pro-rata basis based on the value of holding of securities in the account.
- In case of BSDA, such accounts would be levied AMC applicable basis the value of holdings exceeding the prescribed limit immediately from the next day of exceeding such limit.
- In case the Demat accounts with BSDA facility does not meet the listed eligibility as per guideline issued by SEBI or any such authority at any point of time, such BSDA accounts will be converted to Standard program Demat accounts without further reference to the respective customers and will be levied standard Program pricing.
- In case if the Demat accounts with BSDA facility exceed the prescribed limits and move out of the stipulated BSDA criteria, the eligibility of such accounts for BSDA facility will be evaluated on the last day of the Annual billing cycle.
- The value of the transaction will be in accordance with rates provided by Depositories (NSDL / CDSL)
- Transaction charges will be calculated and debited on the same day the transaction occurs. The charges quoted above are for the services listed. Any service not quoted above will be charged separately.
- Interest shall be levied on delayed payment of DP transaction and Maintenance charges as per agreed terms and conditions with HDFC Securities limited
- The operating instructions for the joint accounts must be signed by all the holders.
- All instructions for transfer must be received at the designated DP servicing branches of the HSL at least 24 hours before the execution date.
- In case of non- recovery of service charges due to inadequate balance in your linked bank account or inadequate advance fees or invalid bank account, the Depository services for your account will be temporarily discontinued. The services will be resumed in a minimum of three working days from the date of receipt of request with HSL and post payment of all outstanding dues towards Depository charges.
- In case the Demat accounts are with nil balances / transactions or in case if the customer defaults in payment of AMC, the physical statement shall not be sent to the customer after period of 1 year. However the electronic statement of holding will be sent only to the customers whose email IDs are registered for e-statement.
- The Depositories have started dispatching Consolidated Account Statement (CAS) to the customers w.e.f. March 2015, hence despatch of physical statements will be discontinued.
- I hereby provide my consent to share my personal information details with empanelled distribution partners of HDFC Securities limited for the purpose of product sales and promotion or any other services that are related to HDFC Securities Ltd



**HDFC securities**

I Think Techno Campus, Building - B, "Alpha", Office Floor 8, Kanjurmarg (East), Mumbai - 400042.

#### DP & TRADING ACCOUNT ACKNOWLEDGMENT

NSDL (DP ID - IN 304279), CDSL (DP ID - 12086700)

Received the application from Mr/Ms \_\_\_\_\_ as the sole/first holder along with \_\_\_\_\_ and \_\_\_\_\_ as the second and third holders respectively for opening of a depository account. Please quote the

DP ID & Client ID allotted to you in all your future correspondence.

**Participant Stamp & Signature**





**HDFC securities Limited**

I Think Techno Campus, Building -B,  
"Alpha", Office Floor 8, Kanjurmarg (East),  
Mumbai - 400 042.  
Web: [www.hdfcsec.com](http://www.hdfcsec.com)