

## **‘PART-C’**

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**Exhibit-1**

<i>Annexure-I</i>	Know Your Client (KYC) Application Form for individual & non-individual ( <a href="#">NSE/INSP/25392</a> )
<i>Annexure-II</i>	SARAL Account Opening Form for resident individuals ( <a href="#">NSE/INSP/29057</a> )

**KNOW YOUR CLIENT (KYC) APPLICATION FORM***For Individuals*

Please fill this form in ENGLISH and in BLOCK LETTERS.

PHOTOGRAPH

Please affix your recent passport size photograph and sign across it

**A. IDENTITY DETAILS**

1. Name of the Applicant: \_\_\_\_\_
2. Father's/ Spouse Name: \_\_\_\_\_
3. a. Gender: Male/ Female      b. Marital status: Single/ Married      c. Date of birth: \_\_\_\_\_ (dd/mm/yyyy)
4. a. Nationality: \_\_\_\_\_      b. Status: Resident Individual/ Non Resident/ Foreign National
5. a. PAN: \_\_\_\_\_      b. Aadhaar Number, if any: \_\_\_\_\_
6. Specify the proof of Identity submitted: \_\_\_\_\_

**B. ADDRESS DETAILS**

1. Residence Address: \_\_\_\_\_  
       \_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
2. Contact Details: Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email id: \_\_\_\_\_
3. Specify the proof of address submitted for residence address: \_\_\_\_\_
4. Permanent Address (if different from above or overseas address, mandatory for Non-Resident Applicant): \_\_\_\_\_  
       \_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

**DECLARATION**

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

\_\_\_\_\_  
Signature of the Applicant

Date: \_\_\_\_\_ (dd/mm/yyyy)

**FOR OFFICE USE ONLY**

- 
- Originals verified and Self-Attested Document copies received

(.....)

Name &amp; Signature of the Authorised Signatory

Date .....

Seal/Stamp of the intermediary

**KNOW YOUR CLIENT (KYC) APPLICATION FORM**

*For Non-Individuals*

PHOTOGRAPH

Please affix the recent passport size photographs and sign across it

Please fill this form in ENGLISH and in BLOCK LETTERS.

**A. IDENTITY DETAILS**

1. Name of the Applicant: \_\_\_\_\_
2. Date of incorporation: \_\_\_\_\_ (dd/mm/yyyy) & Place of incorporation: \_\_\_\_\_
3. Date of commencement of business: \_\_\_\_\_ (dd/mm/yyyy)
4. a. PAN: \_\_\_\_\_ b. Registration No. (e.g. CIN): \_\_\_\_\_
5. Status (please tick any one):  
Private Limited Co./Public Ltd. Co./Body Corporate/Partnership/Trust/Charities/NGO's/FI/ FII/HUF/AOP/ Bank/Government Body/Non-Government Organization/Defense Establishment/BOI/Society/LLP/ Others (please specify) \_\_\_\_\_

**B. ADDRESS DETAILS**

1. Address for correspondence: \_\_\_\_\_  
\_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
2. Contact Details: Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email id: \_\_\_\_\_
3. Specify the proof of address submitted for correspondence address: \_\_\_\_\_
4. Registered Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_ City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

**C. OTHER DETAILS**

1. Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors: \_\_\_\_\_
2. a) DIN of whole time directors: \_\_\_\_\_  
b) Aadhaar number of Promoters/Partners/Karta: \_\_\_\_\_

**DECLARATION**

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

\_\_\_\_\_  
Name & Signature of the Authorised Signatory

Date: \_\_\_\_\_ (dd/mm/yyyy)

**FOR OFFICE USE ONLY**

Originals verified and Self-Attested Document copies received

(.....)  
Name & Signature of the Authorised Signatory

Date .....

Seal/Stamp of the intermediary

## SARAL

## ACCOUNT OPENING FORM FOR RESIDENT INDIVIDUALS TRADING IN CASH SEGMENT

PHOTOGRAPH

Please affix your recent passport size photograph and sign across it

I KYC - Please fill this form in BLOCK LETTERS.

## A. IDENTITY DETAILS

- Name of the Applicant: \_\_\_\_\_
- Father's/ Spouse Name: \_\_\_\_\_
- a. Gender: Male/ Female b. Marital status: Single/ Married c. Date of birth: \_\_\_\_ (dd/mm/yyyy)
- Nationality: \_\_\_\_\_
- a. PAN: \_\_\_\_\_ b. Aadhaar Number, if any: \_\_\_\_\_
- Specify the proof of Identity submitted: \_\_\_\_\_

## B. ADDRESS DETAILS

- Residence/ Correspondence Address: \_\_\_\_\_ City/town/village: \_\_\_\_\_  
Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
- Contact Details: Tel. (Off.) \_\_\_\_\_ Tel. (Res.) \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email id: \_\_\_\_\_
- Permanent Address (if different from above address): \_\_\_\_\_  
City/town/village: \_\_\_\_\_ Pin Code: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_
- Specify the proof of address submitted for residence/correspondence /permanent address: \_\_\_\_\_

## DECLARATION

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

\_\_\_\_\_ Signature of the Applicant Date: \_\_\_\_\_ (dd/mm/yyyy)

Originals verified and Self-Attested Document copies received (.....)

Name & Signature of the Authorised Signatory  
Seal/Stamp of the intermediary

Date .....

## II OTHER DETAILS:

## 1. Bank account details:

Bank Name	Branch address	Bank account no.	Account Type: Saving/Current/	MICR Number	IFSC code

## 2. Demat account details: (In case the client does not have DP account, this column may be crossed)

DP name	NSDL/CDSL	Beneficiary name	DP ID	BO ID

## 3. Whether DP account is also to be opened with the same intermediary (Yes/No)

## 4. Trading Preferences: Please sign the relevant boxes where you wish to trade.

Exchange	Sign	Exchange	Sign	Exchange	Sign
NSE		BSE		MCX-SX	

## 5. Mode of receiving Contract Note/ Statement of Account: Physical / Electronic (Please indicate your preference).....

## 6. Standing instructions to receive credits automatically into my BO account (Yes/No)

## 7. Nomination details (Name, PAN, Address and Phone no. of nominee); relationship with the nominee (If nominee is a minor, details of Guardian like name, address, phone no. and signature of Guardian may be obtained)

I have understood the contents of policy and procedures document, tariff sheet, 'Rights and Obligations' document and 'Risk Disclosure Document'. I do hereby agree to be bound by such provisions as outlined in these documents. I have also been informed that the standard set of documents has been displayed for information on stock broker's designated website.

\_\_\_\_\_ Signature of the Applicant Date: \_\_\_\_\_ (dd/mm/yyyy)

**EXHIBIT-2**

<b>CONTRACT NOTE FORMAT</b>	
<i>Annexure-I</i>	Contract Note Format For Equity & Derivative Segment
<i>Annexure-II</i>	Contract Note Format For Negotiated Trade in Debt Segment and Negotiated trade as principal
<i>Annexure-III</i>	Format of contract note for cross currency Derivatives contracts
<i>Annexure-IV</i>	Clarification on Brokerage, Statutory Levies and Regulatory Levies & Charges

## Revised/Supplementary

**CONTRACT NOTE CUM TAX INVOICE**  
**(Tax Invoice under Section 31 of GST Act)**

NAME OF THE MEMBER, LOGO OF THE MEMBER SEBI REGISTRATION NO. ADDRESS, TELEPHONE NO, FAX NO AND WEBSITE
NAME OF COMPLIANCE OFFICER HIS/ HER EMAIL & TELEPHONE NO., EMAIL ID FOR INVESTOR COMPLAINT
DEALING OFFICES ADDRESS, TELEPHONE NO, FAX NO

<b>CONTRACT NOTE NO.</b>			<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>
<b>TRADE DATE</b>		<b>SETTLEMENT NO.</b>			
		<b>SETTLEMENT DATE</b>			
Name of the Client Address of the Client State/State Code (Place of supply) PAN of Client UCC of Client Trading Back office code* GST Identification No. of client (if available)		GIVE EXCHANGE-WISE / SEGMENTWISE SETTLEMENT NO. & DATES			

	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>
*Trading/ Back Office Code (If Different from UCC)				

Sir/ Madam,

I / We have this day done by your order and on your account the following transactions:

Order No.	Order Time	Trade No.	Trade Time	Security/ Contract description	Buy (B)/ Sell (S)	Quantity	Gross Rate/ Trade Price Per unit (Rs)	Brokerage per Unit (Rs)	Net Rate per Unit (Rs)	Closing Rate per Unit(only for Derivatives) (Rs.)	Net Total (Before Levies) (Rs)	Remarks
<b>Name Of Exchange &amp; Segment</b>												
Position Brought Forward in case of Derivatives (Where applicable)												
Trade 1												
Trade 2												
Trade N												
<b>Name Of Exchange &amp; Segment</b>												
Position Brought Forward in case of Derivatives (Where applicable)												
Trade 1												
Trade 2												
Trade N												

Name Of Exchange & Segment										
Position Brought Forward in case of Derivatives (Where applicable)										
Trade 1										
Trade 2										
Trade N										

	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	TOTAL (Net)
PAY IN/ PAY OUT OBLIGATION							
Taxable value of supply							
Securities Transaction Tax (Rs.)							
CGST*	Rate						
	Amount (Rs.)						
SGST*	Rate						
	Amount (Rs.)						
IGST*	Rate						
	Amount (Rs.)						
UTT*	Rate						
	Amount (Rs.)						
Exchange Transaction Charges (Rs.)							
SEBI turnover Fees. (Rs.)							
Stamp Duty (Rs.)							
<b>Net amount receivable by Client / (payable by Client) (Rs.)</b>							

\* CGST:-Central GST; SGST:- State GST; IGST:-Integrated GST; UTT:- Union Territory Tax. Details of trade-wise levies shall be provided on request

Transactions mentioned in this contract note cum bill shall be governed and subject to the Rules, Bye-laws and Regulations and Circulars of the respective Exchanges on which trades have been executed and Securities and Exchange Board of India from time to time. The Exchanges provide Complaint Resolution, Arbitration and Appellate arbitration facilities at the Regional Arbitration Centres (RAC). The client may approach its nearest centre, details of which are available on respective Exchange's website. Please visit [www.nseindia.com](http://www.nseindia.com) for NSE, [www.bseindia.com](http://www.bseindia.com) for BSE and [www.msei.in](http://www.msei.in) for MSEI.

Date:  
Place:

Yours faithfully,

For \_\_\_\_\_ (Name of Trading Member)

PAN of Trading Member	
GSTIN of Trading Member	
Description of Service	
Accounting code of services	



Revised/Supplementary  
Original for recipient/ Duplicate for supplier

**CONTRACT NOTE CUM TAX INVOICE**  
**(Tax Invoice under Section 31 of GST Act)**

(FOR NEGOTIATED TRADES IN DEBT SEGMENT OF NSE) (PURSUANT TO REGULATION 3.5)

NAME OF THE MEMBER, THE MEMBER CODE, LOGO OF THE MEMBER SEBI REGISTRATION NO. ADDRESS, TELEPHONE NO, FAX NO AND WEBSITE	
NAME OF THE COMPLIANCE OFFICER HIS/HER EMAIL & TELEPHONE NO, EMAIL ID FOR INVESTOR COMPLAINT	
DEALING OFFICE ADDRESS, TELEPHONE NO, FAX NO	
CONTRACT NOTE NO. TRADE DATE SETTLEMENT DATE	

To

Name of the Constituent  
Address of the Constituent  
State/State Code (Place of supply)  
PAN of Constituent  
Unique Client Code No.  
Trading Code No. of the Constituent  
GST identification No. of Constituent (If available)

Counterparty Broker Name	
Counterparty Participant Name	

Sir/ Madam,

I / We have this day done by your order and on your account the following transactions:

Order No.	Order Time	Trade No.	Trade Time	ISIN No.	Security description	B/S*	Total Face value (Rs. In Lakhs)	Quantity	Trade Price per Security (Rs)	Value (Rs.)	Accrued Interest (Rs)	Gross Total (Rs)	Brokerage (Total) (Rs)
										(1)	(2)	3=(1+2)	(4)

\*B= Buy; S= Sell

OTHER LEVIES, (AS APPLICABLE) - (5): \_\_\_\_\_

Particulars		Amount
(6)	Taxable Value of Supply	
(7)	CGST*	Rate
		Amount (Rs.)
	SGST*	Rate
		Amount (Rs.)

	IGST*	Rate	
		Amount (Rs.)	
	UTT*	Rate	
		Amount (Rs.)	

\* CGST:-Central GST; SGST: - State GST; IGST:-Integrated GST; UTT: - Union Territory Tax. Details of trade-wise levies shall be provided on request.

Particulars	Amount (In Rs.)
Total Amount payable to the Trading Member <b>(4+5+7)</b>	
Total Amount Payable / Receivable in Settlement <b>(3)</b>	
<b>Gross Total</b>	

Brokerage has been charged as stated and has been at rates not exceeding the official scale of brokerage permitted by the Exchange and indicated separately. This contract shall be governed and is subject to the Rules, Bye-laws and Regulations and Circulars of National Stock Exchange of India Limited/NSCCL and Securities and Exchange Board of India from time to time. The contract note shall be issued only for trades confirmed by the Exchange.

Date:  
Place:

Yours faithfully,

For \_\_\_\_\_ (Name of Trading Member)

PAN of Trading Member	
GSTIN of Trading Member	
Description of Service	
Accounting code of services	

Name & Signature of Partner / Proprietor / Authorized Signatory

Place:

For \_\_\_\_\_ (Name of Trading Member)  
(PAN No. and Service Tax No. of Trading Member)

Name & Signature of Partner / Proprietor / Authorized Signatory

Revised/Supplementary  
Original for recipient/ Duplicate for supplier

**CONTRACT NOTE CUM TAX INVOICE**  
**(Tax Invoice under Section 31 of GST Act)**  
**(FOR NEGOTIATED TRADES IN DEBT SEGMENT OF NSE) (PURSUANT TO REGULATION 3.5)**  
**To be issued by Members acting as Principals to a transaction**

<b>NAME OF THE MEMBER, THE MEMBER CODE, LOGO OF THE MEMBER</b>	
<b>SEBI REGISTRATION NO. ADDRESS, TELEPHONE NO, FAX NO AND WEBSITE</b>	
<b>NAME OF THE COMPLIANCE OFFICER HIS/HER EMAIL &amp; TELEPHONE NO, EMAIL ID FOR INVESTOR COMPLAINT</b>	
<b>DEALING OFFICE ADDRESS, TELEPHONE NO, FAX NO</b>	
	<b>CONTRACT NOTE NO.</b>
	<b>TRADE DATE</b>
	<b>SETTLEMENT DATE</b>

To  
Name of the Constituent  
Address of the Constituent  
State/State Code (Place of supply)  
PAN of Constituent  
Unique Client Code No.  
Trading Code No. of the Constituent  
GST identification No. of client (If available)

Sir/ Madam,  
I / We have on this day entered in to the following transactions with yourself as Principal(s) to Principal(s):

Order No.	Order Time	Trade No.	Trade Time	ISIN No.	Security description	B/S*	Total Face value (Rs. In Lakhs)	Quantity	Trade Price per Security (Rs)	Value (Rs.)	Accrued Interest (Rs)	Gross Total (Rs)	Brokerage (Total) (Rs)
										(1)	(2)	3=(1+2)	(4)

\*B= Buy; S= Sell

**OTHER LEVIES, (AS APPLICABLE) - (5):** \_\_\_\_\_

Particulars		Amount
(6)	<b>Taxable Value of Supply</b>	
(7)	<b>CGST*</b>	
	Rate	
	<b>Amount (Rs.)</b>	

	SGST*	Rate	
		Amount (Rs.)	
	IGST*	Rate	
		Amount (Rs.)	
	UTT*	Rate	
		Amount (Rs.)	

\* CGST:-Central GST; SGST: - State GST; IGST:-Integrated GST; UTT: - Union Territory Tax. Details of trade-wise levies shall be provided on request.

Particulars	Amount (In Rs.)
Total Amount payable to the Trading Member <b>(4+5+7)</b>	
Total Amount Payable / Receivable in Settlement <b>(3)</b>	
<b>Gross Total</b>	

Brokerage has been charged as stated and has been at rates not exceeding the official scale of brokerage permitted by the Exchange and indicated separately.  
This contract shall be governed and is subject to the Rules, Bye-laws and Regulations and Circulars of National Stock Exchange of India Limited/NSCCL and Securities and Exchange Board of India from time to time.  
The contract note shall be issued only for trades confirmed by the Exchange.

Date:  
Place:

Yours faithfully,

For \_\_\_\_\_ (Name of Trading Member)

PAN of Trading Member	
GSTIN of Trading Member	
Description of Service	
Accounting code of services	

Name & Signature of Partner / Proprietor / Authorized Signatory

Revised/Supplementary

**CONTRACT NOTE CUM TAX INVOICE**  
**(Tax Invoice under Section 31 of GST Act)**

NAME OF THE MEMBER, LOGO OF THE MEMBER SEBI REGISTRATION NO. ADDRESS, TELEPHONE NO, FAX NO AND WEBSITE
NAME OF COMPLIANCE OFFICER HIS/ HER EMAIL & TELEPHONE NO., EMAIL ID FOR INVESTOR COMPLAINT
DEALING OFFICES ADDRESS, TELEPHONE NO, FAX NO

<b>CONTRACT NOTE NO.</b>			<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>
<b>TRADE DATE</b>		<b>SETTLEMENT NO.</b>			
		<b>SETTLEMENT DATE</b>			
Name of the Client Address of the Client State/State Code (Place of supply) PAN of Client UCC of Client Trading Back office code* GST Identification No. of client (if available)		GIVE EXCHANGE-WISE / SEGMENTWISE SETTLEMENT NO. & DATES			

	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>	<b>Name Of Exchange &amp; Segment</b>
*Trading/ Back Office Code (If Different from UCC)				

Sir/ Madam,

I / We have this day done by your order and on your account the following transactions:

Order No.	Order Time	Trade No.	Trade Time	Security/ Contract description	Buy / Sell	Quantity	Gross Rate/ Trade Price Per unit (FCY)	Gross Rate/ Trade Price Per unit (Rs.)@	Brokerage per Unit (Rs)	Net Rate per Unit (Rs)	Closing Rate per Unit (only for Derivatives) (Rs.)	Net Total (Before Levies) (Rs)	Remarks
<b>Name Of Exchange &amp; Segment</b>													
Position Brought Forward in case of Derivatives (Where applicable)													
Trade 1													
Trade 2													
Trade N													

Name Of Exchange & Segment											
Position Brought Forward in case of Derivatives (Where applicable)											
Trade 1											
Trade 2											
Trade N											
Name Of Exchange & Segment											
Position Brought Forward in case of Derivatives (Where applicable)											
Trade 1											
Trade 2											
Trade N											

	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	Name Of Exchange & Segment	TOTAL (Net)
PAY IN/ PAY OUT OBLIGATION							
Taxable value of supply- (Brokerage)							
Securities Transaction Tax (Rs.)							
CGST*	Rate						
	Amount (Rs.)						
SGST*	Rate						
	Amount (Rs.)						
IGST*	Rate						
	Amount (Rs.)						
UTT*	Rate						
	Amount (Rs.)						
Exchange Transaction Charges (Rs.)							
SEBI turnover Fees. (Rs.)							
Stamp Duty (Rs.)							
<b>Net amount receivable by Client / (payable by Client) (Rs.)</b>							

\* CGST:-Central GST; SGST: - State GST; IGST:-Integrated GST; UTT: - Union Territory Tax. Details of trade-wise levies shall be provided on request.

@ Converted into INR based on RBI reference rate on the date of transaction

Transactions mentioned in this contract note cum bill shall be governed and subject to the Rules, Bye-laws and Regulations and Circulars of the respective Exchanges on which trades have been executed and Securities and Exchange Board of India from time to time. The Exchanges provide Complaint Resolution, Arbitration and Appellate arbitration facilities at the Regional Arbitration Centres (RAC). The client may approach its nearest centre, details of which are available on respective Exchange's website. Please visit [www.nseindia.com](http://www.nseindia.com) for NSE, [www.bseindia.com](http://www.bseindia.com) for BSE and [www.msei.in](http://www.msei.in) for MSEI.

Date:

Yours faithfully,

Place:

For \_\_\_\_\_ (Name of Trading Member)

PAN of Trading Member	
GSTIN of Trading Member	
Description of Service	
Accounting code of services	

**Proprietor / Authorized Signatory**

**Name & Signature/Digital Signature of Partner /**

## Clarification on Brokerage, Statutory Levies and Regulatory Levies & Charges

1. Following levies/ brokerage can only be charged to client in the contract note:
  - a. **Statutory levies:** These are charges levied by Central/ State governments eg. Service Tax, Security Transaction Tax (STT), Stamp Duty, etc. and may be recovered from client only at actuals paid/ Payable.
  - b. **Regulatory levies/charges:** These are charges levied by SEBI / Exchanges / Clearing Corporations eg. SEBI turnover fees, Exchange transaction charges, etc. If such charges are separately recovered from client, they may be specified in contract notes or may be given under the head "Other levies, if any". The above charges may be recovered from client only at actuals paid/ Payable.
  - c. **Brokerage** can be charged as may be mutually agreed between member & client subject to maximum permissible by the Exchange and brokerage rates should be mentioned in a tariff sheet.
2. Brokerage can be charged as under

### Capital Market Segment-

As per circulars no NSE/ CMT/ 001 dated 28-Oct-1994 and NSE/INSP/3685 dated 17-Oct-2002, the maximum brokerage chargeable by a Trading Member in relation to trades effected in the securities admitted to dealings on the CM segment of the Exchange shall be 2.5 % of the contract price exclusive of statutory levies.

Where the sale / purchase value of a share is Rs.10/- or less, a maximum brokerage of 25 paise per share may be collected.

### Futures contracts –

As per Regulation 3.7.2 of the Regulations (F&O segment) of the Exchange and Circular no. NSE/FOTRD/001 (download ref no. 1688) dated 08-Jun-2000 and Currency Derivative Circular dated 26-Aug-2008, NSE/INSP/11184 the maximum brokerage chargeable by a trading member in relation to trades executed on the Exchange shall be 2.5% of the contract value exclusive of statutory levies

### Option contracts –

As per circular no NSE/F&O/0098/2005 (download ref no. 5978) dated 30-Mar-05, and Circular no. NSE/INSP/2006/56 download ref no NSE/INSP/8338 dated 05-Jan-07 the trading member shall charge brokerage for option contracts on the premium amount at which the option contract was bought or sold and not on the strike price of the option contract. It is hereby clarified that brokerage on options contracts shall not exceed 2.5% of the premium amount or Rs.100/- (per lot) whichever is higher

3. As per circular no NSE/INSP/2006/44 (download ref no. 7330) and NSE/INSP/2006/45 (download ref no. 7329) dated 30-Mar-2006 Service Tax, other statutory and regulatory levies, if required, may be given under the head "Other levies, if any". Brokerage charged shall be given for every trade.

4. As per circular no NSE/INSP/2006/44 (download ref no. 7330) dated 30-Mar-2006 contract description' shall have the details viz. instrument type, underlying (symbol), expiry date, strike price and option type in case of Options Contract and in case of Futures Contract, instrument name underlying (symbol) and expiry date in the manner as provided by the Exchange.

eg.(i) Contract description for a typical futures contract - FUTIDX NIFTY 30MAR13

(ii) Contract description for a typical options contract- OPTSTKHINDLEVER 30MAR13 250 CE



5. ***Issue of Contract Note at weighted average price:***

As per circular no NSE/CMO/0023/98 (download ref no.00670) dated 12-Nov-98 in case of multiple trades resulting from single order, at the request of the clients, the trading member may issue contract notes with weighted average price (WAP) as per the following procedure:

- The trading member shall be allowed to issue a contract note at weighted average price of all the trades executed for a single order. The weighted average price (WAP) shall be computed as per the following formula

$$\text{WAP (Four decimals)} = \frac{\text{Total value of the shares traded for an order}}{\text{Total number of shares traded for an order}}$$

- The member shall mention the words “as per annexure” in the place provided for order no., trade no., order time and trade time in the format of the contract note.
- A separate Annexure to the contract note should be issued to the clients containing details of all individual trades such as the contract number, Order number, Trades number, Trade time, Traded Quantity and Trade price, Symbol, Series, for a given order for which a weighted average price (WAP) is provided in the contract note.

6. Members may give additional details in the contract notes without compromising with the minimum details as prescribed in the format.

**Format – Daily Margin Statement to be issued to clients**

**Client Code:**

**Client Name:**

**Exchange:**

Segment	Trade day	Margins available till T day					Margin/ MTM required by Exchange/NSCCL end of T & T+1 day respectively			Excess / Shortfall w.r.t. Requirement by Exchange / NSCCL	Additional Margin required by member as per RMS	Margin Status (Balance with Member / Due from client)
		Funds	Value of Securities (after haircut)	Bank Guarantees / FDR	Any other approved form of Margins*	Total Margins Available	Total upfront margin	MTM	Total Requirement			
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E= (A+B+C+D)</b>	<b>F</b>	<b>G</b>	<b>H=(F+G)</b>	<b>I=E-H</b>	<b>J</b>	<b>K=(I-J)</b>

\*approved form as may be specified by the Exchange/NSCCL from time to time

**Notes:**

1. Daily Margin Statement to be issued on T day itself
2. Daily Margin statement to mention the name, email id, telephone number and address of compliance officer
3. Detailed exhibits for the margin collected may be provided to the clients. In case of securities (scrip name, qty, value ) Bank Guarantee (BG no, amount, expiry date) and FDR's (FDR No., Amount and Maturity date)

**Format – Pledging Statement to be issued to clients**

A	B	C	D					E	F	G	H
Date	Client Code	Ledger debit at the end of trade day*	Collateral of client available with Broker					Pledged Quantity	Pledged Value	Borrowing	Details of Pledgee
			ISIN/ Security Name	Previous day's closing price	Total Quantity	Total Value (Total Quantity * Previous day closing price)	Total Value (Adjusted for applicable haircut)				

**NOTICE BOARD FORMAT:**

**FOR STOCK BROKERS / DEPOSITORY PARTICIPANTS**

Dear Investor,

*In case of any grievance / complaint against the Stock Broker / Depository Participant:*

- Please contact Compliance Officer of the Stock Broker/ Depository Participant (Name) / email-id (xxx@email.com) and Phone No. - 91-XXXXXXXXXX.
- You may also approach CEO/ Partner/Proprietor (Name) / email-id (xxx@email.com) and Phone No. - 91-XXXXXXXXXX.
- If not satisfied with the response of the Stock Broker/ Depository Participant, you may contact the concerned Stock Exchange / Depository at the following -

	<b>Web Address</b>	<b>Contact No</b>	<b>Email-id</b>
<b>BSE</b>	www.bseindia.com	xxxxxxx	xxx@bseindia.com
<b>NSE</b>	www.nseindia.com	xxxxxxx	xxx@nse.co.in
<b>MCX-SX</b>	www.mcx-sx.com	xxxxxxx	xxx@mcx-sx.com

	<b>Web Address</b>	<b>Contact No</b>	<b>Email-id</b>
<b>CDSL</b>	www.cdslindia.com	xxxxxxx	xxx@cdslindia.com
<b>NSDL</b>	www.nsdl.co.in	xxxxxxx	xxx@nsdl.co.in

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

**CERTIFICATE FOR INTERNAL AUDIT**

We have examined the relevant books of accounts, records and documents maintained by M/s. \_\_\_\_\_, (name of the trading/clearing member) bearing SEBI registration number \_\_\_\_\_) a member of the National Stock Exchange of India Limited for the following segments to fulfill the internal audit requirement as prescribed by SEBI vide Circulars dated 22 August 2008 & 21 October 2008 for the half year ended\_\_\_\_\_.

Segment (Cash Segment/Derivatives Segment / Debt Segment /Currency Derivatives/Securities Lending & Borrowing segment)	Activity (Trading/Clearing/Trading and Clearing)	SEBI registration number

The purpose of this Audit is to examine that the processes, procedures followed and the operations carried out by the Trading Member/Clearing Member are as per the applicable Acts, Rules, Regulations, Bye-laws and Circulars prescribed by SEBI and the stock exchange.

We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of this Internal Audit. In our opinion proper books of accounts, records and documents, as per the regulatory requirement have been maintained by the member, so far as it appears from examination of the books.

We have conducted the audit within the framework provided by SEBI/Stock Exchange for the purpose of this Internal Audit.

To the best of our knowledge and belief and according to the information and explanations given to us, no material fraud / non-compliance /violation by the Member is observed during the course of this Audit.

Based on the scrutiny of relevant books of accounts, records and documents , we certify that the Member has complied with the relevant provisions of SEBI Act, 1992, Securities Contracts (Regulation) Act 1956, Securities Contracts (Regulation) Rules 1957, SEBI (Stock Brokers and Sub-Brokers) Regulations, 1992 and various circulars of SEBI. The Member has complied with the Rules, Bye laws, Regulations of NSE and various circulars issued by the Stock Exchange and the Clearing Corporation.

We declare that we do not have any direct / indirect interest in or relationship with the member or its share holders / directors / partners / proprietors / management, other than the proposed Internal Audit assignment and also confirm that we do not perceive any conflict of interest in such relationship / interest while conducting internal audit of the said member.

In our opinion and to the best of our information and according to the explanations given to us by the proprietor/partner (s)/director (s)/ compliance officer, the Report provided by us as per the Annexure and subject to our observations, which covers the entire scope of the Audit, is true and correct.

\_\_\_\_\_  
Company Secretary / Cost and Management Accountant / Chartered Accountant  
(Seal & Signature)

(Name of the Proprietor / Partner)  
Membership no. / CP. No.  
Place:-

**List of common violations and applicable penalties in respect of violations observed during inspections or otherwise in CM Segment, F&O segments and CD Segment**

**1. PENALTIES/DISCIPLINARY ACTION(S) FOR VIOLATIONS WITH FINANCIAL IMPLICATIONS**

<b>Sr.No.</b>	<b>Details of contravention</b>	<b>Penalty/Disciplinary Action</b>
1	Actual settlement of funds or securities/commodities not done on monthly / quarterly basis as specified by the client.  (Applicable where number of clients are more than 10 and non-compliance are more than 50% of sample instances)	More than 50% of instances: Rs. 2,00,000/- Direction to settle all client accounts and submit Internal Auditor certificate on compliance status for next 4 quarters.  In case of repeat violation, the amount of penalty applicable will be escalated by 100%.  (Violation equal to or below 50% has been considered in Procedural violations )
2	Use of client funds & securities/commodities for other than specified purposes / Use of client funds for own purpose /for other clients.	Rs. 1,00,000/- or 1% of the amount involved, whichever is higher.
3	Bank and demat account operations : Pay in / payout not received from / delivered to respective clients / Inter-client adjustment done for the purpose of settlement of accounts	1. Non-compliance up to Rs. 5 lacs- Warning 2. In excess of Rs. 5 lacs and upto Rs. 20 Lacs - Rs. 1 lac 3. More than Rs. 20 lacs - Rs. 2 lacs.
4	Modification/Transfer of trades otherwise than on the Exchange trading platform or for purposes other than permitted	In excess of 5% of value (turnover) - Penalty of 2% of value (turnover) modified, otherwise a fine of 1% of value (turnover) modified.
5	Trades in the error account are subsequently shifted to some other client code	In excess of 5% of value (turnover) - Penalty of 2% of value (turnover) modified, otherwise a fine of 1% of value (turnover) modified.
6	Transfer of trades otherwise than for genuine purpose	0.1% of value of trades modified for other than genuine purpose (over and above SEBI stipulated penalty for online modification)
7	Evasion of margin	1. Margin evasion up to Rs 1 Lac- The amount of evasion. 2. Margin evasion exceeding Rs 1 Lac- Rs. 1 lac or 0.3% of the value of trades, whichever is higher.

8	Unauthorized trading determined by IGRP / Arbitration	<ul style="list-style-type: none"> <li>i) Monetary Penalty of Rs. 10,000/- for every unauthorised trading as determined by IGRP/Arbitration, upto a maximum penalty of Rs.10 lacs, and</li> <li>ii) Member will be debarred from taking new clients for a period of one month in case 25% of all the complaints (not less than 10) placed before IGRP/Arbitration in the immediately preceding calendar quarter are determined by it to be unauthorised trades.</li> <li>iii) Where the number of unauthorised trades as per the numbers indicated at (ii) persist for three consecutive quarters, the member concerned will be debarred from taking new clients for a period of three months.</li> <li>iv) Beyond this, the case will be placed before DAC.</li> </ul>
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9	<u>Submission of information for inspection</u>	1. Monetary penalty of Rs. 1 lac, besides not allowing member to trade till the time of completion of inspection/Surrender/ Declaration as default/ Expulsion.
	a) Non co-operation in providing data/records/documents to inspecting officials for inspection resulting in non-completion of inspection.	
	b) Delay in submission of documents/data/records sought for inspection	2. Rs. 1,000 per day starting from final due date for submission of data / records /documents sought for inspection.
	c) Material wrong/incorrect submission of data towards Inspection	3. Penalty may vary from warning to Rs. 1 lac on case to case basis.

Incremental Penalties Structure for violations with financial implications

In case any violation is observed to be repeated compared to last inspection conducted, the following escalation of penalty would be made applicable.	
Applicable Penalty	Penalty for repeat violations
Monetary Penalty	Increase penalty amount by 50% (if not specifically stated)
Relevant Authority may consider following actions, as it deems fit, for repeated/serious violations:	
<ol style="list-style-type: none"> <li>1. In addition to incremental penalty, Disablement of proprietary trading</li> <li>2. Disallowing registration of new clients for a specific period of time</li> <li>3. Disablement of trading terminal</li> <li>4. Suspension</li> <li>5. Any other action, as deemed fit.</li> </ol>	



**PENALTIES/DISCIPLINARY ACTIONS FOR PROCEDURAL VIOLATIONS**

<b>Sr. No.</b>	<b>Details of contravention</b>	<b>Penalty/Disciplinary Action</b>
1	Actual settlement of funds or securities/commodities not done on monthly / quarterly basis as specified by the client  (Applicable where non compliances are observed in: 1. Less than or equal to 50% of sample instances, or 2. Less than or equal to 10 clients and more than 50% sample instances)	1. In excess of 2% and up to 5% of number of instances – Rs. 15,000/- 2. In excess of 5% and up to 10% of number of instances – Rs. 45,000/- 3. In excess of 10% of number of instances – Rs. 75,000/- Otherwise: Advice
2	Cash dealings with clients	0.1% of the aggregate value, in excess of Rs. 50,000/-
3	Client Registration	
	a) Non execution of client registration documents	Rs. 15,000/- per client
	b) Client registration documents Not provided / Not made available to the Exchange	Rs. 15,000/- per client
	c) Inclusion of contravening clauses / omission of material details	Violation for critical clauses - Rs 25,000/- Other procedural clauses - Rs 10,000/-
	d) Material Discrepancies (viz. Photograph not provided, No signature, No Pan Card details, No Proof of Address/Identity provided) in Client registration documents	Rs. 10,000/- per client; otherwise Advice
	e) In-person verification of clients not carried out	Rs. 1,000/- per client
4	Bank and demat account operations: Separate clients bank or demat account not maintained.	Rs. 1 Lac and direction to open separate account within 1 month;
5	Excess STT/CTT charges recovered from the clients	If amount involved is less than Rs. 10,000/-:- Penalty of Rs.25,000/- and Direction to member to refund to clients/remit to relevant authorities.  and

Sr. No.	Details of contravention	Penalty/Disciplinary Action
		If amount involved is more than 10,000/- :- Penalty of Rs. 1 lac and Direction to member to refund to clients/remit to relevant authorities.
6	Non-issue of Contract Notes	Rs. 10,000/- per client
7	Dealing with unregistered intermediaries	Rs. 1,00,000/- per unregistered intermediary; Also Member to be directed to stop all dealings with such unregistered intermediaries and to withdraw the terminal(s), if any, allotted to such entities immediately.  In addition to monetary penalty, suspension of the trading membership may also be considered, depending upon the gravity of the violation, in case where dealings with more than 5 unregistered intermediaries (in cash segment) and/ or intermediaries (in Derivative segment) are observed.
8	Unauthorized extension of NEAT/ Trading terminal / Non-upload of CTCL Trading terminals to the Exchange / Location of terminal at a place other than main / branch office and the location of the offices of registered sub brokers / authorized persons of the member not uploaded to Exchange	Rs. 1 Lac per location  In cases where non-upload of details of more than five CTCL terminals are observed and such CTCL terminals are also observed to be operated by entities acting as unregistered intermediaries in the CM segment or as intermediaries in the F&O segment and / or such terminals are observed to be used for carrying out illegal trading activity, suspension of the trading membership may also be considered depending upon the gravity of the violation.
9	Other Errors like difference in User details / Status of terminals in upload of CTCL/Trading terminal details / Upload of CTCL/ Trading Terminal details with incorrect terminal location (Non-Trading ids to be excluded while levying fine)	Upto 5 trading terminals- Rs. 1,000 per terminal.  More than 5 trading terminals- Rs. 5,000 per terminal.
10	Non-maintenance of:- 1. Client ledger 2. Register of Securities ( Client wise scrip wise Register)	Rs. 1 Lac and Direction to comply
11	Client ledger not maintained properly ( i.e. incomplete/ erroneous/ delay in entries )	Rs. 25,000/-

Sr. No.	Details of contravention	Penalty/Disciplinary Action
12	Register of Securities not in the prescribed format	Rs. 25,000/-
13	Discrepancies / Incorrect details in Register of Securities, non-reconciliation of balances between client beneficiary accounts and register of securities	Rs. 25,000/-
14	Non segregation of transactions between client and own bank/beneficiary accounts (Client money/securities deposited in own bank/beneficiary account or expenses routed through Client Bank Account or own money/securities deposited in client bank/beneficiary account)  Non segregation of client and own money/securities	1. In excess of 2% and up to 5% of number of instances – Rs. 25,000/-
		2. In excess of 5% and up to 10% of number of instances – Rs. 50,000/-
		3. In excess of 10% of number of instances - Rs 75,000/-
		Otherwise: Advice
15	Facilitating financing to clients through NBFC	Rs. 5 Lacs
16	Excess brokerage /Transaction Charges recovered from the clients/ Levy of charges other than statutory / regulatory dues in contract notes	Amount of excess charges or Rs. 1 lac, whichever is less and Direction to refund excess charges to clients.
17	Delay in release of payout of funds or securities (beyond one working day) or commodities	1. Up to 5% of number of instances – Rs. 15,000/-
		2. In excess of 5% and up to 10% of number of instances – Rs. 45,000/-
		3. In excess of 10% and upto 20% of number of instances – Rs. 75,000/-
		4. In excess of 20% of number of instances – Rs. 1,00,000/-
18	Quarterly/ Monthly Statement of accounts for funds or securities not sent/ Not sent at the time of settlement of accounts, non-issue of transaction statement displaying all receipt and payment of funds / inward and outward movement of securities while settling the account along with statement explaining retention of funds or securities, if any/ Client preference for monthly / quarterly settlement not obtained	1. In excess of 2% and up to 10% of number of instances - Rs 20,000/-
		2. In excess of 10% and up to 40% of number of instances – Rs. 60,000/-
		3. In excess of 40% of number of instances – Rs. 1,00,000/-
		Otherwise, Advice
19	Funding to clients	Where non-compliance is observed in more than 5% instances or amount exceeds Rs. 1 crore - Rs. 50,000/-

Sr. No.	Details of contravention	Penalty/Disciplinary Action
		Where non-compliance is upto 5% and amount is upto Rs. 1 crore- Advice
20	Contract Notes Issued with material discrepancies / Duplicates or copies or proof of dispatch of contract notes not maintained/ Not issued within 24 hours of transaction execution/ Not signed by authorized signatory.	1. In excess of 2% and up to 5% of number of instances – Rs. 15,000/-
		2. In excess of 5% and up to 10% of number of instances – Rs. 45,000/-
		3. In excess of 10% and up to 20% of number of instances – Rs. 75,000/-
		4. In excess of 20% of number of instances – Rs. 1,00,000/-
21	a) ECN Log report not maintained in case of bounced back mails, ECNs sent to Email accounts other than those created / provided by clients, authorization for receiving ECN is not signed by the client but by the POA holder, e-mail ID for receiving ECN not created / provided by client/ <del>Consent of client not obtained for sending ECN</del>	1. In excess of 2% and up to 5% of number of instances – Rs. 15,000/-
		2. In excess of 5% and up to 10% of number of instances – Rs. 45,000/-
		3. In excess of 10% and up to 20% of number of instances – Rs. 75,000/-
		4. In excess of 20% of number of instances – Rs. 1,00,000/-
	b) Generation of email IDs for clients by member.	Rs. 15,000/- per client
	c) Non display of ECN on website	Advice
	d) Contract note issued otherwise than in format prescribed by the Exchange	Advice
22	a) Trading member has not uploaded mobile number/ email address for clients for receiving alerts / Trade details)	Rs. 1,000/- per client
	b) Same email id / mobile number is uploaded for multiple clients (Not applicable for family members of clients. 'Family' for this purpose would mean self, spouse, dependent children and dependent parents)	
23	Inspection of sub-brokers / APs/ branches not done / Inspection report of sub-brokers/APs & branches not made available to the inspecting team	Rs. 50,000/-
24	Operation of terminals by persons other than the approved user / person as per Exchange records	Rs 1,500/- per terminal.
25	Non-appointment of compliance officer	Rs. 50,000/-
26	Not following the advertisement code of the Exchange	Rs. 50,000/-

Sr. No.	Details of contravention	Penalty/Disciplinary Action
27	Segregation of Exchange wise client ledgers not maintained	Rs. 50,000/-
28	Incorrect submission of RBS	Penalty may vary from Rs. 3,000/- to Rs. 10,000/- on case to case basis
29	Delayed / non-payment of dividend	<p><u>Non-payment of dividend</u> – 2 times the amount of dividend not paid.</p> <p><u>Delay in payment</u></p> <ol style="list-style-type: none"> <li>1. Up to Rs. 1 lac- Warning</li> <li>2. In excess of Rs. 1 lac and up to Rs. 5 lacs- 1% of the amount involved</li> <li>3. Above Rs. 5 lacs- 2% of the amount involved</li> </ol>
30	Books (Except Client ledger) not maintained including: i) General Ledgers , ii) Journals, iii) Cash and Bank Book, iv) Margin Deposit details, v) Dividend Records, and vi) Brokerage Records vii) Register of complaints viii) Register of transaction ix) Register of account of sub broker / AP x) Register of commodity	Rs. 25,000/- per book

Incremental Penalties Structure for procedural violations

In case any violation is observed to be repeated compared to last inspection conducted, the following escalation of penalty would be made applicable:	
Applicable Penalty	Penalty for repeat violations
Advice	Warning
Warning	Rs. 5,000/-
Monetary Penalty	Increase penalty amount by 50%

PENALTIES/DISCIPLINARY ACTIONS FOR OTHER PROCEDURAL VIOLATIONS

Sr. No.	Details of contravention	Penalty/Disciplinary Action
1	Copy of client registration documents not delivered / Client Code and mail id not communicated in writing / policies & procedures not communicated to clients / RDD not issued to clients / incomplete	1. In excess of 2% and up to 5% of number of instances – Rs. 15,000/- 2. In excess of 5% and up to 10% of number of instances – Rs. 45,000/- 3. In excess of 10% of number of instances – Rs. 75,000/- Otherwise, Advice
2	Not uploaded KYC information to KRA/CKYC within prescribed time frame	Rs. 5,000/- for more than 20% of instances, otherwise advice
3	Delay in uploading KYC information to KRA / other procedural observations related to KRA process	Rs. 3,000/- for more than 20% of instances, otherwise advice
4	Incomplete / Non display of details by member viz, Notice Board/ name, its logo, registration no, address with telephone no, compliance officer name, telephone no, email id, SEBI Registration certificate/AP Registration certificate and other prescribed details.	Rs. 10,000/-
5	Electronic transfers from clients not as per specified guidelines / Supporting documents / audit trail for pre-funded instruments not maintained	1. In excess of 2% and up to 5% of number of instances – Rs. 15,000/- 2. In excess of 5% and up to 10% of number of instances - Rs 45,000/- 3. In excess of 10% of number of instances – Rs. 75,000/- Otherwise Advice
6	Running account authorization taken by trading member from client is not dated and does not contain a clause that the client may revoke the authorization any time/ Running account authorization not signed by client but by POA holder / Other discrepancies in running account authorization from clients	Up to 5 instances: Advice More than 5 instances Rs.10,000/-
7	Daily Margin statement not sent	1. In excess of 2% and up to 5% of number of instances – Rs. 5,000/- 2. In excess of 5% and up to 10% of number of instances – Rs. 20,000/- 3. In excess of 10% of number of instances – Rs. 40,000/- Otherwise, Advice

Sr. No.	Details of contravention	Penalty/Disciplinary Action
		3. In excess of 10% of number of instances – Rs. 75,000/-
		4. Otherwise, Advice
8	Non-disclosure of trading on own account to clients	Warning
9	Exclusive e-mail id for investors' complaints not created or not displayed	Rs. 10,000/- if email ID not created Rs. 5,000/- if email ID not displayed
10	Trading member has outsourced activities in violation of SEBI prescribed rules	To be decided on a case to case basis based on nature of non-compliances
11	Doing business for / through other TMs or sub-brokers of other TMs of the Exchange without prior approval of the Exchange	Rs. 15,000/-
	With brokers / sub-brokers/ AP of other Exchanges without intimation	Advice
12	Non-upload of non-trading id's (Id's that cannot be used for trading)	Advice
13	Allowing trading terminals to be operated where certificate has expired	Cash segment- Advice Derivatives segment – Rs. 1,500/- per terminal
14	Execution of trades on own account from locations other than those permitted by the Exchange	Rs. 15,000/-
15	Non-compliance with PMLA requirements	
	(a) Non maintenance of Written Policy and Procedures relating to PMLA	Rs. 15,000/-
	(b) Non Appointment of Principal Officer /Designated Director/ Non Intimation of Designated Director or change of Principal officer to FIU Delhi	Rs. 15,000/-
	(c) Non-Implementation of systems in place to monitor, identify suspicious transaction and procedures for reporting the same	Rs. 15,000/-
	(d) Non Adoption of customer due diligence	Rs. 10,000/- per client
	(e) Financial information of clients not obtained / updated / documentary evidence related to financial information not obtained in case of clients trading in derivatives segment	Rs. 10,000/- per client

Sr. No.	Details of contravention	Penalty/Disciplinary Action
	(f) Non Maintenance of records regarding ongoing training to staff relating to PMLA	Advice
	(g) Disproportionate Exposure	Up to Rs.2,00,000/-
	(h) Any other observation /violation which is required as per PMLA and not covered above	Advice
16	Books (Except Client ledger) not maintained properly (i.e. incomplete/ erroneous/ delay in entries ) including: i) General Ledgers , ii) Journals, iii) Cash and Bank Book, iv) Margin Deposit details, v) Dividend Records, and vi) Brokerage Records vii) Register of complaints viii) Register of transaction ix) Register of account of sub broker / AP	Rs. 10,000/- per book
17	Non adoption / Maintenance of following policies as per the regulatory requirements:- i. Policy regarding pre-funded instrument ii. policy to handle client code modification iii. risk management policy iv. managing conflict of interest v. assessment of activities outsourced vi. Policy on applicability of NISM Series VII-SORM certification vii. Surveillance policy viii. Policy for Inactive Clients	Rs. 2,000/- per policy
18	Delay in payment of funds to clients / Delay in transfer of commodities to clients beyond 15 days from the date of receipt of request from the clients	Rs. 50,000/- or 1% of the value of the amounts/ commodities, per instance
19	Non-payment of statutory dues/duties/fees etc.	Advice
20	More than one client code to a client	Rs. 10,000/ - per client code
21	Non-maintenance of client code/non mapping of trading code.	Rs. 10,000/ - per client
22	Pledging statement not sent	Advice



Sr. No.	Details of contravention	Penalty/Disciplinary Action
23	Payment to clients not made through electronic mode viz; NEFT / RTGS while settling client accounts	Advice

Incremental Penalties Structure for other procedural violations

In case any violation is observed to be repeated, during inspection conducted in last three financial years, the following penalty would be made applicable.	
Applicable Penalty	Penalty for repeat violations
Advice	Warning
Warning	Rs. 5,000/-
Monetary Penalty	Increase penalty amount by 50%

Penalty For Margin Reporting Violation:-

False reporting of margin	100% of falsely reported amount along with suspension of trading for 1 day in the respective segment.  (As prescribed by SEBI circular Ref. No. CIR/DNPD/7/2011 dated August 10, 2011.)
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**PENALTIES/DISCIPLINARY ACTION(S)/CHARGES FOR NON-COMPLIANCE WITH THE PROVISIONS OF ENHANCED SUPERVISION GUIDELINES \***

Sr.No.	Particulars	Penalty/Disciplinary Action/Charges
1	Failure to furnish correct Net worth certificate to Exchange within 60 days for half year ending 30 <sup>th</sup> September and half year ending 31 <sup>st</sup> March (unaudited).	<p>Submission after due date:-</p> <ol style="list-style-type: none"> <li>1. Charges of Rs. 200/- per day for 1<sup>st</sup> Month after the due date.</li> <li>2. Charges of Rs. 500/- per day for 2<sup>nd</sup> month after due date till date of submission or disablement.</li> <li>3. Non submission within 2 months from the due date: Disablement of trading facility across segments after giving 2 weeks' notice.</li> </ol> <p>The disablement notice issued to the member shall be shared with all the Exchanges for information.</p>
2	Failure to furnish Internal Audit report to Stock Exchanges for half year ending 30 <sup>th</sup> September by 30 <sup>th</sup> November and half year ending 31 <sup>st</sup> March by 31 <sup>st</sup> May.	<p>Submission after due date:-</p> <ol style="list-style-type: none"> <li>1. For 1<sup>st</sup> month after due date, Charges of Rs. 200/- per day</li> <li>2. Charges of Rs. 500/- per day from 2<sup>nd</sup> month after due date till date of submission or disablement</li> <li>3. Non submission within 3 months from the due date: Disablement of trading facility across segments after giving 2 weeks' notice.</li> </ol> <p>The disablement notice issued to the member shall be shared with all the Exchanges for information.</p>
3	Failure to furnish Annual Audited Accounts/ returns by 31 <sup>st</sup> October of the relevant year.	<p>Submission after due date :-</p> <ol style="list-style-type: none"> <li>1. Charges of Rs. 200/- per day for 1<sup>st</sup> Month from the due date</li> <li>2. Charges of Rs. 500/- per day for 2<sup>nd</sup> month after due date till date of submission or disablement.</li> <li>3. Non submission within 2 months from the due date: Disablement of trading facility across segments after giving 2 weeks' notice.</li> </ol> <p>The disablement notice issued to the member shall be shared with all the Exchanges for information.</p>

4	Failure to submit data for the half yearly Risk Based Supervision (to any of the Exchanges) within the time specified by Exchange.	<p>Submission after due date :-</p> <p>Within 5 days – Charges of Rs. 10,000/-</p> <p>After 5 days but before 15 days – Charges of Rs.10,000 + Additional Rs.2,000/- per day (from the 6<sup>th</sup> day till the 15<sup>th</sup> day from the end of the due date)</p> <p>After 15 days from the due date – Additionally, Trading members will not be allowed to register any new clients in Exchange UCC database.</p> <p>(This will be implemented across the Exchanges even if the data is not submitted to any of the Exchanges. Registration of new clients will be allowed only after data is submitted to all Exchanges.)</p> <p>After 45 days from the due date:- Disablement of trading facility across segments after giving 2 weeks’ notice. Enablement of trading facility will not be allowed till the data is submitted to all the Exchanges.</p> <p>The disablement notice issued to the member shall be shared with all the Exchanges for information.</p>
5	<p>a) Failure to assign appropriate Bank and Demat nomenclature within the time specified</p> <p>b) Non-submission/incorrect submission of PAN of Key Managerial Personnel (KMPs)/Directors/dealers etc. within the time specified</p>	Penalty of Rs.5,000/- per annum and warning to be issued to Member and direction to assign appropriate nomenclature and intimate such details to the Exchange.
6	Failure to report new bank and demat accounts opened by the member to Exchanges within the time specified for reporting of such accounts.	Penalty of Rs.5,000/- per annum and warning to be issued to Member and direction to report such details to the Exchange.

7	Non submission/ late submission of data towards monitoring of client funds	<p>➤ <u>Delay/non-submission in case of monthly submission</u></p> <ol style="list-style-type: none"> <li>1. Submission within 10 calendar days from the due date – Rs. 500/- per day</li> <li>2. Submission beyond 10 calendar days from the due date – Rs. 1000/- per day</li> </ol> <p>In case of non-submission for consecutive 2 months – New client registration to be prohibited.</p> <p>In case of non-submission for consecutive 3 months – Disablement of trading facility across segments after giving 2 weeks' notice.</p> <p>➤ <u>Delay/non-submission in case of weekly submission :</u></p> <ol style="list-style-type: none"> <li>1. Submission within 10 calendar days from the due date – Rs. 500/- per day</li> <li>2. Submission beyond 10 calendar days from the due date – Rs. 1,000/- per day</li> </ol> <p>In case of non-submission for consecutive 4 weeks – New client registration to be prohibited.</p> <p>In case of non-submission for consecutive 8 weeks – Disablement of trading facility across segments after giving 2 weeks' notice.</p>								
8	Non submission/ late submission of data towards upload of client funds & security balances.	<p>Disciplinary action shall be based on the clientele size of the members as under:</p> <table border="1" data-bbox="858 1473 1406 1832"> <tr> <td data-bbox="858 1473 1129 1554">Below 5000 clients</td> <td data-bbox="1129 1473 1406 1554">Rs. 10,000/- per month</td> </tr> <tr> <td data-bbox="858 1554 1129 1635">Between 5000-10000 clients</td> <td data-bbox="1129 1554 1406 1635">Rs. 25,000/- per month</td> </tr> <tr> <td data-bbox="858 1635 1129 1715">Between 10000-50000 clients</td> <td data-bbox="1129 1635 1406 1715">Rs. 1,00,000/- per month</td> </tr> <tr> <td data-bbox="858 1715 1129 1832">Above 50000 clients</td> <td data-bbox="1129 1715 1406 1832">Rs. 200,000/- per month</td> </tr> </table> <p>In case of non-submission for consecutive 2 months – Disablement of trading facility across segments after giving 2 weeks'</p>	Below 5000 clients	Rs. 10,000/- per month	Between 5000-10000 clients	Rs. 25,000/- per month	Between 10000-50000 clients	Rs. 1,00,000/- per month	Above 50000 clients	Rs. 200,000/- per month
Below 5000 clients	Rs. 10,000/- per month									
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Between 10000-50000 clients	Rs. 1,00,000/- per month									
Above 50000 clients	Rs. 200,000/- per month									

9	Incomplete submission of data towards enhanced supervision- Monitoring of client funds & upload of client funds & security balances.	To be treated at par as non-submission of data by the Member and penalty shall be levied accordingly.
10	Material wrong submission or incorrect submission of data towards enhanced supervision- Monitoring of client funds & upload of client funds & security balances.	Penalty may vary from warning to Rs. 1 lac on case to case basis.

\* Issued by SEBI vide circulars Ref.no SEBI/HO/MIRSD/MIRSD2/CIR/P/2016/95 dated September 26, 2016 and clarification circulars Ref.no. CIR/HO/MIRSD/MIRSD2/CIR/P/2017/64 dated June 22, 2017 and Ref.no. CIR/HO/MIRSD/MIRSD2/CIR/PB/2017/107 dated September 25, 2017.