Instructions / checklist for filling KYC form



A. Important points

- 1. Self attested copy of PAN card is mandatory for all clients, including Promoters /Partners /Karta /Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others.
- 2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
- 3. If any proof of identity or address is in a 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 along with other statutory approvals required for investment in commodities.
- 10. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

B. Proof of Identity (POI)

List of documents admissible as Proof of Identity:

- 1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
- 2. PAN card with photograph.
- 3. Identity card / 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.,
- 7. 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 (subject to the continued exemption granted by the Government).

E. List of people authorized to attest the documents

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

F. In case of non-individuals, additional documents are to be collected from the non-individual entity, over and above the POI and POA, as mentioned below.

Type of entity	Documents required
Corporate	Copy of balance sheets for the last 2 financial years (to be submitted every year) Copy of latest share holding pattern, including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover regulations, duly certified by the company secretary/whole time director/MD (to be submitted every year) Photograph, POI, POA, PAN and DIN numbers of whole time directors/ two directors in charge of day to day operations Photograph, POI, POA & PAN of individual promoters holding control either directly or indirectly Copies of Memorandum and Articles of Association and Certificate of Incorporation Copy of Board Resolution for the investment in commodity market Copy of Board Resolution or declaration (on letterhead) naming the persons authorised to deal in the commodity derivatives on behalf of the company.
Partnership firm	Copy of balance sheets for the last 2 financial years (to be submitted every year) Copy of registration/partnership deed. Authorised signatories list with specimen signatures Photograph and copies of POI, POA & PAN of the partners.
Trust	Copy of balance sheets for the last 2 financial years (to be submitted every year) Copy of registration/trust deed. List of trustees certified by managing trustees/CA Photograph and copies of POI, POA & PAN of the trustees.
HUF	PAN of HUF Deed of declaration of HUF & list of copartners Bank statement/pass-book of HUF Photograph, POI, POA & PAN of Karta
Government bodies	Self certification on letterhead Authorised signatories list with specimen signatures
Registered society	Copy of Registration Certificate under Societies Registration Act List of Managing Committee Members Committee resolution for persons authorised to act as authorised signatories with specimen signatures True copy of society rules and bye laws certified by the Chairman/Secretary

- G. 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.
- H. Proof of income: A recent month salary slip/6-month bank statement/demat holding statement
- I. Demat master or recent holding statement issued by DP bearing name of the client.

For Individuals:

a. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office. For non-individuals:

- a. Form need to be initialized by all the authorized signatories.
- b. Copy of Board Resolution or declaration (on the letterhead) naming the persons authorized to deal in securities on behalf of company/others & their specimen signatures.

Sign wherever you see 1





S. No.	Name of the Document	Brief Significance of the Document	Page No.
			. ugo 110.
WAND	AIUKY DUCUMENIS AS PKES	CRIBED BY SEBI & EXCHANGES	
1	Account Opening Form	A. KYC form - Document captures the basic information about the constituent and an instruction/checklist.	3
2	Tariff Sheet	Document detailing the rate/amount of brokerage and other charges levied on the client for trading on the commodity exchange(s).	7
3	Rights and Obligations of Members, Authorized Persons and Clients	Document stating the Rights & Obligations of stock broker /trading member and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading).	Annexure
4	Uniform Risk Disclosure Document (RDD)	Document detailing risks associated with dealing in the commodity market.	Annexure
5	Do's and Don'ts for the Investors	Document detailing do's and dont's for trading on exchange for education of investors	Annexure
6	Policies and Procedures	Document describing significant policies and procedures of the Broker.	Annexure
VOLUN	ITARY AND OPTIONAL DOCUM	ENTS AS PROVIDED BY THE STOCK BROKER	
7	Annexure - N	Disclosure information	8
8	Annexure - O	Receipt of KYC, RDD, Rights & Obligations and Do's and Don't's	8
9	Annexure - Q	Letter of authority	9
10	Appendix - A	Electronic Contract Note (ECN) declaration	10
11	Annexure - P	Additional Rights & Obligations	Annexure
12	Nomination Details	Collects details of any nomination made for the account	Annexure 1 A

Membership Details

Name of the Trading Member : Zerodha Commodities Private Limited Exchange registration number : MCX - 46025 | NCDEX - 1138

SEBI Registration number: INZ000038238

Registered Office

153/154, 4th Cross, Dollars Colony, 4th Phase, JP Nagar, Opp. Clarence Public School, Bangalore - 560078.

Ph: 080-40402020

Correspondence Address: Same as above

Compliance Officer: Venu Madhav, Phone No. & Email ID: 080-40402020, compliance@zerodha.com

CEO: Nithin Kamath, Phone No. & Email ID: 080-40402020, ceo@zerodha.com

For any grievance please contact Zerodha at the above address or email complaints@zerodha.com &

Phone no. 91-8040402020.

For any grievance/dispute please contact Zerodha at the above address, email ID or phone number. In case not satisfied with the response, please contact the concerned exchange at:

1.MCX at grievance@mcxindia.com or Phone No.: 022-67318888

2.NCDEX at askus@ncdex.com or Phone No.: 022-66406084.

Sign wherever you see 🔪



Know Your Client (KYC) Application Form - for Individuals Please fill this form in English and BLOCK Letters

(Please tick the box on the left margin of the appropriate row where CHANGE/CORRECTION is required and provide the details in the corresponding window)

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1	account Type* \square N	lormal □ Simp	olified (for low risk co	ustomers)	☐ Small	
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						Photograph
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-	2. Father's/Spouse's Name					sign across it
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	Person Verification (IPV) Details:					
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 $\hfill \Box$ I / We do wish to nominate (Fill the Annexure 1A)

 \square I / We do not wish to nominate



Declaration

- 1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
- 2. I/We confirm having read/been explained and understood the contents of the tariff sheet and all voluntary/non-mandatory documents.
- 3. I/We further confirm having read and understood the contents of the 'Rights and Obligations' document(s), 'Risk Disclosure Document' and 'Dos and Don'ts'. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on Member's designated website, if any.

Date :			
Place :			F4 Client Signature
	For office	use only	
UCC Code allotted to the Cl	ient		
	Documents verified with Originals	Client Interviewed By	In-Person Verification done by
Name of the Employee			
Employee Code			
Designation of employee			
Date			
Signature			
I/We have also made the clic copy of all the KYC document documents would be duly	ve made the client aware of 'Policy and ent aware of 'Rights and Obligations' do nts. I/We undertake that any change in t intimated to the clients. I/We also ur my/our website, if any, for the informat	cument (s), RDD and Guidance N he 'Policy and Procedures', tariff s ndertake that any change in the 'R	lote. I/We have given/sent him a sheet and all the non-mandatory
Signature of the Authorised	l Signatory		Seal/Stamp of the stock broker

Sign wherever you see 🖊



Tariff sheet

To

Zerodha Commodities Private Limited

153/154, 4th Cross, 4th Phase, JP Nagar, Dollars Colony, Opp. Clarence School, Bangalore - 560078

Charges for Zerodha trading services

I/ We agree to pay the charges as per following charge structure for our trading account with Zerodha effective from the time of account opening.

Client ID:

Charge Head	Brokerage/Charges
Commodity futures	0.01% of turnover or Rs. 20 per executed order, whichever is lower
Commodity options	0.01% of turnover or Rs. 20 per executed order, whichever is lower

Clients who opt to receive physical contract notes will be charged Rs. 20 per contract note plus courier charges at actual. In addition to the brokerage charge the following charges will also be levied.

Schedule of Charges

Charge Head	Charges
Turnover Charges	Non-Agri: 0.0036% Agri: 0.00275%
Commodity Transaction Tax	0.01% on sell side (Non-Agri)
Service Tax	15% on (brokerage + transaction charges)
SEBI Turnover Fees	INR 20/crore
Stamp Duty	State-wise stamp duty will be levied as applicable

Note: Brokerage will not exceed the rates specified by SEBI and the Exchanges. All Statutory and Regulatory charges will be levied at actuals. Brokerage is also charged on expired, exercised, and assigned Options contracts.

Turnover for Options is calculated as (Strike + Premium)*Lot Size

Detailed explanation of the Schedule of Charges is available online at : https://zerodha.com/charge-list

Date :	





Disclosure Information

Annexure - N

Dear Sir/Madam,

This is to inform you as per Rules, Regulations and Bye-laws of Multi Commodity Exchange of India Ltd. (MCX) that we do client based trading and Pro-account trading and we are not indulged in portfolio management services.

Regards,

Zerodha Commodities Private Limited

I/We acknowledge receipt of information given above by Zerodha Commodities Private Limited that they do client base trading and Pro-account trading and they are not indulged in portfolio management services.



To Annexure - O

Zerodha Commodities Private Limited

153/154, 4th Cross, Dollars Colony, 4th Phase, JP Nagar, Opp. Clarence Public School, Bangalore - 560078.

Sub: Acknowledgement

This is to acknowledge the receipt of following documents. I further state and confirm that I have read and understood all the clauses of aforesaid documents.

SI. No	Document
1	Duly Executed Copy of KYC
2	Rights and Obligations
3	Risk Disclosure Document (RDD)
4	Guidance Note - Do's and Dont's for trading on the Exchange(s) for investors
5	Policies and Procedures
6	Additional Rights & Obligations

I also confirm that I have received the relevant clarifications, if any, wherever required from the officials of Zerodha Commodities Pvt. Ltd.





Letter of Authority (Voluntary)

Annexure - Q

Zerodha Commodities Private Limited

#153/154, 4th Cross Dollars Colony, Opp. Clarence Public School, J.P Nagar 4th Phase, Bangalore - 560078

Dear Sir,

I am/We are dealing in commodities with you and in order to facilitate ease of operations, I/we authorize you as under:

- 1. Authorization for Payment of Depository Participant Charges: I am having depository account with Zerodha Commodities Pvt Ltd. I request you to debit my trading Account against the demand raised by the depository division of Zerodha Commodities Pvt Ltd. towards my Depository Charges. I also agree to maintain the adequate balance in my trading account / pay adequate advance fee for the said reason.
- 2. Authorization to Retain Credit Balance: I / We request you to retain credit balance in any of my / our account and to use the idle funds towards our margin/future obligations at the Exchanges unless I/ we instruct you otherwise.
- 3. Authorization for Communication of Financial Products: I/We have opened an account with you and am/are interested in knowing about other financial products. I/We authorize you, your group companies and associates to keep me/us informed with any financial product which Zerodha Commodities Private Limited, its group companies and associates presently issue, deal in, or distribute or may, from time to time, launch, issue, deal in or distribute; through E-mail, SMS,telephone, print media or otherwise. This is without legal obligation on you, your group companies and associates to so inform and you or they may, in their discretion, discontinue sending such information.
- 4. Running Account Authorization: I/We am /are desirous of regularly dealing in commodity market on Commodity Exchanges and request you to maintain a running account for funds and commodities on/our behalf without settling the account on settlement of each transaction on my/our behalf. I/We further request you to retain all amounts payable and commodities receivable by me/us until specifically requested by me/us in writing to be settled or to be dealt with in any other manner. I/We understand and agree that no interest will be payable to me/us on the amounts or commodities so retained with you pending periodical settlement. This running account authorization would continue until it is revoked by me.

I/We request you to settle my fund and securities account (Choose one Option)
□ Once in a calendar Month
□ Once in every calendar Quarter
except the funds given towards collaterals/margin in form of Bank Guarantee and/or Fixed Deposit Receipt

All accounts with credit balances of Rs. 50000/- or lesser may be automatically retained and transfer of funds to the bank account may not be made as per SEBI circular MIRSD/SE/Cir-19/2009 & Exchange Circular Nos.MCX/INSP/325/2016 & NCDEX/COMPLIANCE-015/2016/238. I/We confirm you that I will bring to your notice any dispute arising from the statement of account or settlement so made in writing within 7 working days from the date of receipt of funds/securities or statement of account or statement related to it, as the case may be at your registered office.

- 5. I understand that in case my account is in debit balance @0.005% and/or if I have insufficient funds to manage my trading positions, I will be charged interest as delayed payment charges. I confirm having read the rules & regulation pertaining to the levy of such interest under the policies & procedures page on Zerodha's website.
- 6. Authorization for not Providing Confirmation Slips: I/We authorize you not to provide me/us Order Confirmation /Modification/Cancellation Slips and Trade Confirmation Slips to avoid unnecessary paper work. I/We shall get the required details from contract notes issued by you.
- 7. Authorization for Providing Financial Ledger in Digital Form: I/we hereby authorize you to send me/us the financial ledger in the digital form in the prescribed formed at my/our E-mail ID/Address.

Date :		
Place :		





Electronic Contract Note (ECN) declaration (Voluntary)

Appendix - A

#153/154, 4th C	dities Private Limited ross Dollars Colony, Opp. C ase, Bangalore - 560078	larence Public Sch	ool,			
Dear Sir, I,						
 I am aware that myself want the I am aware that Though the Mer contract notes. The carried out/ordere I have access to operations. My email ID is created by me and I am aware that I am aware that above email ID. The above declar the risk involved	ber Zerodha Commodities P the Member has to provide same in the electronic form the Member has to provide mber is required to deliver pl terefore, I am voluntarily req d by me. to a computer and am a regu and not by someone else. this declaration form should non-receipt of bounced em teation and guidelines on EC in dispensing with the phys sust be written in the client's	physical contract n. electronic contract hysical contract not luesting for delivery lar Internet user, ha d be in English or i ail notification by t sical contract note	t note in respect of t note for my con ote, I find that it is y of electronic co aving sufficient kn aving sufficient kn aving sufficient kn aving sufficient kn exure have bee	f all the trades placed avenience on my requestince on my requestince inconvenient for metalling another than the following amount to delivery of the fall responsibility.	by me unle est only. to receive p to all the tr the email T me. the contract	hysical ades his has been at the am aware of
Name						
PAN		Unio	que Client Code			
Address :						
Date :						
Place :					₹ F9	Client Signature
For office use only						
Verification of cli	ent signature done by			Name of the	e designated off	icer of the Member
Signature	,					



	Nomination Deta	IIS - Annexure 1A							
□ Zerodha		Nomination Registration No. Dated							
☐ Zerodha Securities Private Limited									
Zerodha Commodities Private Limited Note that only 1st Nominee will be considered for Zer		1							
I/We the sole holder/joint holders/guard									
☐ I/We do not wish to nominate any one	`	, -							
☐ I/We nominate the following person wh			ng in						
my/our demat account, particulars who									
Nomination Details									
Up to 3 nominations can be made	Details of 1st Nor	ninee Details of 2	Details of 2nd Nominee		Nominee				
Name of the nominee(s) (Mr./Ms.)									
Share of each nominee Distribute equally	y								
[If not equally shared, please specify %age]		Any odd lot after division shall be transferred to the first nomin							
Relationship With the Applicant (if any)									
Address of nominee(s)									
Mobile/Telephone no. of nominee(s)									
Email ID of nominee(s)									
Proof of identity submitted									
Fill below details only if the nominee is	a minor	1							
Date of birth									
Name of the guardian									
Address of guardian(s)									
Mobile/Telephone no. of guardian(s)									
Email ID of guardian(s)									
Relationship of guardian with nominee									
Proof of identity submitted									
Details of the Witness									
Witnesses (Only applicable in case the a	ccount holder has m	ade nomination)							
Witness Name									
Address		Address							
Signature		Signature							
Olghataro		Orginator o							
First/Sole Holder									
or Guardian (in case of Minor)	\$2 \$1	Second Holder		1 ₹1	Third Holder				
(in case of Minor)	V – U 1	Second Holder		V - 11	Tillia riolao.				
Acknowledgement									
We have received the nomination request t	for the account with c	lient ID							
Account holder's name	.UI the account with c	IIOIIL ID							
Received by									
Signature of authorised signatory									
olgitation of administration olgitatory									

Sign wherever you see 🔪

