

# ZEN SECURITIES LTD.



Member NSE (CM, F&O & CD), BSE (CM and F&O), MCX-SX(CDS)  
NSE: CM SEBI Regn. No. INB230684937; F & O SEBI Regn. No. INF230684937;  
CD SEBI Regn. No. INE230684937 ; BSE : CM SEBI Regn. No. INB010684935 ;  
F&O SEBI Regn. No. INF010684935 MCX-SX : CD SEBI Regn. No. INE260684937  
ARN-No.0507/19-12-2007 for registration with AMFI for MFSS & BSE Star MF

**Regd. Off :** 6-3-788/32, 3rd Floor, Vamsee Estates, Ameerpet, Hyderabad - 500 016,  
**Admn. Off :** GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153, Pragathi Nagar, Opp.  
JNTU, Quthbullapur, R.R. Dist, Hyd. - 90. Ph: 040-44232222. Fax : 040-44232254.

E-mail : [info@zenmoney.com](mailto:info@zenmoney.com)

URL: <https://trade.zenmoney.com>

URL: <http://www.zenmoney.com>

## ADDENDUM TO KYC KIT

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

### **Mandatory Policies and procedures of Zen Securities Limited. (ZSL)**

(This is a mandatory document and the same is required to be executed by client.)

The following are the policies and procedures of ZSL pursuant to SEBI circular MIRSD/ SE/ Cir – 19/2009 dated December 3, 2009.

#### **Refusal of orders for Penny stocks:**

ZSL may refuse execution of orders in penny stocks or illiquid stocks or stocks having low liquidity or stocks in S,Z and B2 category or any other stocks which are quoting less than Rs. 10/- or ZSL may accept, refuse or partially accept any buy or sell order for execution from a client, as a part of due diligence and risk management policy. I / we agree to the same and undertake that I / we will not question the same.

#### **Setting up of Client's Exposure Limits:**

ZSL may at its discretion gives the exposure, equivalent to pre-determined multiple times of the net credit balance in the ledgers (across all segments), and the value of the collaterals given by the client (after applying appropriate hair cut). The level of exposure granted to the client will also depend on the track record of the client and / or market conditions and / or regulatory directives and or policies of ZSL. I / we agree to abide by exposure norms decided by ZSL, from time to time.

#### **Applicable Brokerage rates:**

The client agrees to pay brokerage to ZSL as per the agreed terms. The brokerage rates vary from client to client. ZSL agrees that it shall not charge brokerage more than the maximum brokerage permissible as per the rules, regulations and bye-laws of the relevant stock exchange / SEBI. I / we agree for the same.

#### **Imposition of Penalty/ Delayed payment charges:**

ZSL reserves the right to levy penalty/delayed payment charges @ 18% p.a on the delayed payment beyond T+2 day as decided by the ZSL from time to time. ZSL shall pay delayed payment charges @18% p.a. for the delayed period in the event of delay in making payment to the client beyond 1 working day upon receipt of request from the client for pay-out. ZSL is authorized by the client to pass on to the client any penalty imposed by any Exchange/ SEBI / any other regulatory authority, which arises on account of the client. I / we agree for the same.

#### **Right to sell client's securities or close client positions:**

ZSL reserves the right without prejudice to the other rights (including the right to refer matter to arbitration), with or without giving notice, to liquidate / close out all or any of the client's positions including intraday positions for non-payment of margins, MTMs or insufficient balances or any other amounts, outstanding debts, etc. and adjust the proceeds of such liquidation/close out, if any, against the client's liabilities/obligations/ margins etc. Any and all losses and financial charges on account of such liquidation / closing out shall be charged to and borne by the client. I / we agree for the same.

#### **Shortages in obligations arising out of internal netting of Trades:**

ZSL may not be in a position to deliver shares purchased by client in the event of internal shortages and in such circumstances ZSL may cover such internal shortage upon noticing the shortage on or after T+2 day. ZSL reserves the right to prescribe procedure from time to time for close out of transaction in case of non-availability of shares for covering. I / we agree for the same and will not question the procedure of ZSL in this regard.

#### **Client may not be allowed to take further positions or TM may close the existing position of the client**

The client may not be allowed to take further position or ZSL shall close the existing position in the event of : a) non- payment of settlement obligations, margins,MTMs or other amounts or other debts with in the scheduled time to ZSL. b) death or insolvency of the client or his / it's otherwise becoming incapable of meeting the settlement obligation; c) directives received from time to time from exchange / SEBI/ regulatory authorities. d) a client makes a request in writing for discontinuance of trading account. e) any arbitration proceedings between the client and ZSL; f) the client incurs/ incurring abnormal notional loss/ MTM; g) the ZSL exceeds the scrip wise open positions/market wide positions as fixed by the exchanges. h) the client exceeds specific scrip/contract limits fixed by the ZSL from time to time, (i)exercising the discretion by ZSL. I / we agree for the same.

#### **Temporarily suspending or closing a client's account**

ZSL shall suspend the trading account temporarily or close the client account a) at the client's request upon the receipt of the same in writing provided that there are no dues of funds and securities from the client. b) where the client has not cleared the naked or uncovered debits which are more than 5 days c) where the client account is under investigation by any regulatory body d) where the client is inactive for more than one year e) where the client has not updated the change in personal communication details like change in address, bank details, email id, mobile no., land line no. etc f) where the client is reported to or known to have expired. ZSL reserves the right to recovery of outstanding dues including securities, if any, due to ZSL from the client. I / we agree for the same.

#### **Deregistering a client**

The client will be allowed to close/ deregister the trading account a) only upon receipt of written request and on clearing of all the dues in respect of funds and securities to ZSL. b) based on action taken SEBI/ Exchange/ any other regulatory body or being part of list of debarred entities published by SEBI. c) when the client is having suspicious background, link with suspicious organizations etc on the basis of information found in the website. In such an event ZSL may freeze the available securities / funds of the client. However no documents that were submitted by the client to ZSL will be returned to the client. I / we agree for the same.

I/We have clearly understood and agree to abide by aforesaid policies and procedures.

I/We also understood and agree that these policies and procedures can be changed by ZSL from time to time subject to posting of the amendments and modification therein on its website and their applicability with prospective effect.

Client signature :



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

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

## SELF DECLARATION (In respect of Financial Details – For existing clients)

(Mandatory document as per SEBI cir no Mirsd/ SE/Cir-19/2009 dated 03.12.2009)

To,  
M/s.Zen Securities Limited, GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153,  
Pragathi Nagar, Opp. JNTU, Quthbullapur, R.R. Dist, Hyd. - 90.

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

Dear Sir,


I/We herewith declare that my/our latest annual income for the financial year ended 31st March \_\_\_\_\_ is as given below.

### Tick (✓) which ever is applicable

Below Rs.1 Lakh     Rs.1 - 5 Lakhs     Rs.5 - 10 Lakhs     Rs.10 - 25 Lakhs     Above Rs.25 Lakhs


I/We am/are submitting one of the following document, which is relevant and supporting my/ our above declaration, as an evidence of my/our financial details. (retail clients of cash market need not submit)

- Copy of ITR Acknowledgement     Copy of Annual Accounts     Copy of Form 16 in case of salary income  
 Net worth certificate     Salary Slip     Bank account statement for last 6 months  
 Copy of demat account Holding statement.     Any other relevant documents substantiating ownership of assets  
 Self declaration along with relevant supporting.

Client signature :  \_\_\_\_\_  2

## PMLA – DECLARATION

I / We \_\_\_\_\_ having the trading account code no. \_\_\_\_\_ with ZSL confirm and declare that I/We had read and understood the contents and the provisions of the PMLA Act, 2002 and it was also explained by ZSL official. I further declare that I shall adhere to the rules and regulations and requirements mentioned in the PMLA Act, 2002.

Client Signature :  \_\_\_\_\_  3

## RUNNING ACCOUNT AUTHORIZATION

**(“This document is required to be executed by the client in order to avail the facilities of seamless trading platform with integrated demat and broking accounts as all the clauses of SEBI cir no Mirsd/ SE/Cir-19/2009 dated 03.12.2009, are incorporated”)**

To  
M/s. Zen Securities Limited, GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153,  
Pragathi Nagar, Opp. JNTU, Quthbullapur, R.R. Dist, Hyd. - 90.

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

Dear Sir(s)

Sub: - Running Account Authorization for funds and securities. (for all exchanges/segments and for other services offered by ZSL)

I/We am/are an investor dealing in securities through your company. As I /we am/are active investor in order to continue trading activity without interruption, I/we wish to opt for running account system for all exchanges/segments and other services offered by ZSL. I/we need the following facilities in view of the operational issues and I/We request you to extend the same to me/us.

I/We request you to kindly retain my/our securities bought/excess delivered/given in advance with you only without insisting for delivery within 24 hours of payout. I/We shall specifically make a request to you for the delivery as and when required by me/us. I/We also further request you to consider such securities subject to haircut towards various margins debited to my/our account from time to time irrespective of the segment. Further I/we request you to transfer the required quantity of shares against my/our sale transactions in the subsequent settlement(s).

I/We request ZSL to keep my/our funds pay-out/ given in advance /given in excess/given for various margins purpose/given as a security deposit with you only, without insisting for taking payment within one day of pay-out. In this regard I/we specifically shall make a request to ZSL for the payment as and when I/We require the funds and until such time I/We authorize ZSL to retain such funds with ZSL only. I/We understand that ZSL shall make payment of such retained funds within one day from the date of receipt of such request from me/us. I/We further request you to consider such funds towards various margins of any segment/s payable by me/ us and also towards settlement obligation of any purchases made by me/us subsequently and also towards any payment obligation for any type of financial services/schemes offered through ZSL.

I/We understand and agree that it is my/our responsibility to track and advise you to transfer the securities held in/our trading account to my/our demat account for the purpose of availing the benefits of corporate actions.

I/We agree that ZSL is not responsible for any follow-up and applying to company(s)/RTA(s) for the benefits of corporate actions on my/our behalf for securities held in my/our trading account and we will not hold ZSL for any financial implications arising thereto.

I/We authorize ZSL to transfer the balances of funds and securities in one exchange /segment to another exchange/segment as and when debit arises. Further I / We authorize ZSL to transfer the balances of funds and securities in one exchange /segment of trading account to my / our Commodities Broking trading account with your subsidiary Zen Comtrade private Limited or vice versa as and when debit arises and / or for margin requirements as and when required.

I/We maintain and operate a Depository Beneficiary (BO) account with ZSL DP of NSDL/CDSL. And I/we hereby authorizes ZSL to debit all charges of all my BO accounts to my trading account.


I/we understand that the said authorization shall be renewed at least once in a year and shall be dated.

I/We further understand that I/we can revoke this authorization at any time by giving 7days notice in writing to H.O of ZSL.

I/We further understand that the actual settlement of funds & securities shall be done by ZSL atleast once in a **month / quarter** and ZSL shall send a copy of statement of accounts containing the extract from the clients ledger for funds and an extract from register of securities displaying all the receipts/deliveries of funds/securities.

I/We understand that there shall be no inter-client adjustments for the purpose of settlement of the ‘running account’.


I/We understand and agree that I/we shall bring any dispute arising from the statement of account or settlement to the notice of ZSL within 7 working days from the date of receipt of statement of funds and securities.

Client signature :  \_\_\_\_\_  4

## ZSL POLICY FOR INACTIVE CLIENTS

("This document is intimation to clients pursuant to SEBI cir no Mirsd/ SE/Cir-19/2009 dated 03.12.2009)

ZSL shall temporarily suspend the client account that is inactive for a period of over one year. ZSL shall return the balance of funds and securities, if any, lying with ZSL by issue of cheque/transferring of securities to the client's demat account. In the event of any dues of funds/securities are pending to ZSL by the client and if no response is received for the notice given by ZSL, then ZSL reserves the right to recovery of such dues by selling the securities, if available, or of initiating the legal proceedings or any other action as ZSL deems fit. In case the client wishes to recommence the trading activity after one year, the client account will be activated by obtaining the documentary evidences including address proof, pan copy etc. I/We have noted the same.

Client signature :  \_\_\_\_\_  5

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

### CONFIRMATION LETTER FOR ECN (for existing clients)

("This document is required to be executed by the client in order to avail the facilities of seamless trading platform with integrated demat and broking accounts as all the clauses of SEBI cir no Mirsd/ SE/Cir-19/2009 dated 03.12.2009, are incorporated")

To,  
M/s.Zen Securities Limited, GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153,  
Pragathi Nagar, Opp. JNTU, Quthbullapur, R.R. Dist, Hyd. - 90.

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


Dear Sir / Madam,

**Sub:** Request to Zen Securities Limited (herein after referred to as ZSL) for considering my /our e-mail id including email id of zensecmail.in \_\_\_\_\_ for sending to me/us the contract note(s)/ bills, margin statements, ledgers, reports, letters, circulars, notices statement of account of funds and securities, etc. --reg.







Ref: My/our Client Code No. \_\_\_\_\_

I/We understand that it meets the SEBI requirement as per point no. 13 of clarification annexure to SEBI cir no Mirsd/ SE/Cir-19/2009 dated 03.12.2009 which is as under

"For the clients registered before the circular date (existing clients), where trading member has generated e-mail id for client, trading member would be required to obtain duly signed physical confirmation letter confirming the e-mail id and exercising choice to receive documents on this e-mail id." This is to confirm that the said email id is being used by me/us and request ZSL to continue to send contract note(s)/ bills, margin statements, ledgers, reports, letters, circulars, notices statement of account of funds and securities, etc. in electronic mode to me / us and oblige. I further confirm that any correspondence sent to my above email id can be treated as delivered to me.

Client signature :  \_\_\_\_\_  6

**TRADING PREFERENCES** \*Please sign in the relevant boxes where you wish to trade. The segment not chosen should be struck off by the client.

Exchanges	Segments	Signatures	
NSE	CM	<input checked="" type="checkbox"/>	
	F&O	<input checked="" type="checkbox"/>	
	CDS	<input checked="" type="checkbox"/>	
BSE	CM	<input checked="" type="checkbox"/>	
	F&O	<input checked="" type="checkbox"/>	
MCX-SX	CDS	<input checked="" type="checkbox"/>	

(Client who opts to deal in F&O/derivatives segment should submit documentary evidence of financial details)

# 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.

### Mutual Fund Service System facility (Letter to be provided by the Investor to the Participant)

To,  
M/s.Zen Securities Limited, (ARN-No.0507/19-12-2007 for registration with AMFI for MFSS)  
GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153, Pragathi Nagar,  
Opp. JNTU, Quthbullapur, R.R. Dist, Hyd. - 90.

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

Sir,

Sub: Mutual Fund Service System (MFSS) facility

I/We \_\_\_\_\_ am/are registered as your client with Client Code No. \_\_\_\_\_ and have executed the Trading Member and Client Agreement for the purpose of trading in the Capital Market segment of National Stock Exchange of India Ltd. (Exchange).

I/We am/are interested in availing the MFSS facility of the Exchange for the purpose of dealing in the units of Mutual Funds Schemes permitted to be dealt with on the MFSS of the Exchange.

For the purpose of availing the MFSS facility, I/we state that Know Your Client details as submitted by me/us for the stock broking may be considered for the purpose of MFSS and I/we further confirm that the details contained in same remain unchanged as on date.

I/We am/are willing to abide by the terms and conditions as mentioned in the Circular dated November 24, 2009 and as may be specified by the Exchange from time to time in this regard.

I/We shall ensure also compliance with the requirements as may be specified from time to time by Securities and Exchange Board of India and Association of Mutual Funds of India (AMFI).


I/We shall read and understand the contents of the Scheme Information Document and Key Information Memorandum, addenda issued regarding each Mutual Fund Schemes with respect to which I/we choose to subscribe/redeem. I/We further agree to abide by the terms and conditions, rules and regulations of the Mutual Fund Schemes.

I/We authorise you to transfer the credit balances lying in my / our Stock Broking Account with Zen Securities Ltd / Commodities broking account with your subsidiary Zen Comtrade Private Limited to my / our MFSS account or vice versa as and when debit arises or as and when required.

I/We therefore request you to register me/us as your client for participating in the MFSS.

Thanking you,

Yours faithfully,

Client signature :  \_\_\_\_\_  8

## BSE STAR MF

(Letter to be provided by the Investor to the MFI)

To,  
Zen Securities Limited, (ARN-No.0507/19-12-2007 for registration with AMFI for BSE Star MF)  
GEV Tulasi, 3rd Floor, Plot No. 151,152 & 153,  
Pragathi Nagar, Opp. JNTU, Quthbullapur, R.R. Dist, Hyd. - 90.

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

Sir,  
Sub: BSE StAR MF

I/We \_\_\_\_\_ am/are registered as your client with Client Code No. \_\_\_\_\_ and have executed the Trading Member and Client Agreement for the purpose of trading in the Capital Market segment of Bombay Stock Exchange Ltd. (Exchange).

I/We am/are interested in availing the trading facility of the Exchange for the purpose of dealing in the units of Mutual Funds Schemes permitted to be dealt with on the BSE StAR MF.

For the purpose of availing this facility, I/we state that Know Your Client details as submitted by me/us for the stock broking may be considered for the purpose of BSE StAR MF and I/we further confirm that the details contained in same remain unchanged as on date.

I/We am/are willing to abide by the terms and conditions as mentioned in the Notice dated December 2, 2009 and as may be specified by the Exchange from time to time in this regard.

I/We shall ensure also compliance with the requirements as may be specified from time to time by Securities and Exchange Board of India and Association of Mutual Funds of India (AMFI).

I/We shall read and understand the contents of the of the Scheme Information Document and Key Information Memorandum, addenda issued regarding each Mutual Fund Schemes with respect to which I/we choose to subscribe/ redeem.

I/We further agree to abide by the terms and conditions, rules and regulations of the Mutual Fund Schemes.

I/We authorise you to transfer the credit balances lying in my / our Stock Broking Account with Zen Securities Ltd / Commodities broking account with your subsidiary Zen Comtrade Private Limited to my / our BSE Star MF account or vice versa as and when debit arises or as and when required.

I/we therefore request you to register me/us as your client for participating in BSE StAR MF.

Thanking you,

Yours faithfully,

Client signature : 

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### Details of terms & conditions for the Investor / Client for using New MFSS facility of NSE / BSE STAR MF Platform

1. Pre-requisites for becoming Investor / Client for the New MFSS facility / BSE STAR MF Platform.
  - 1.1. The client who is desirous of investing in units of mutual fund schemes through the New MFSS / BSE STAR MF .
  - 1.2. The Client intends to execute his instruction for the subscription/redemption of units of Mutual Fund Schemes through the Participant of the New MFSS / the broker who is a Mutual Fund inter mediary (MFI) of the BSE STAR MF Platform.
  - 1.3. The client has satisfied itself of the capacity of the Participant / MFI to deal in Mutual Fund units and wishes to execute its instruction through the Participant / MFI and the client shall from time to time continue to satisfy itself of such capability of the Participant / MFI before executing transacting through the Participant / MFI.
  - 1.4. The Client has approached to the Participant / MFI with the application for availing the New MFSS facility / BSE STAR MF Platform.
  - 1.5. The client has submitted relevant KYC (Know Your Client) details to the Participants /MFIs.
2. Terms and Conditions
  - 2.1. The client shall be bound by circulars issued by NSEIL / BSE's Rules, Regulations and Notices / circulars issued there under by SEBI and relevant notifications of Government authorities as may be in force from time to time.
  - 2.2. The client shall notify the Participant / MFI in writing if there is any change in the information in the 'client registration form' provided by the client to the Participant / MFI at the time registering as a client for participating in the New MFSS / BSE STAR MF Platform or at any time thereafter.
- 2.3. The client shall submit to the Participant / MFI a completed application form in the manner prescribed format for the purpose of placing a subscription order with the Participant / MFI.
- 2.4. The client has read and understood the risks involved in investing in Mutual Fund Schemes.
- 2.5. The client shall be wholly responsible for all his investment decisions and instruction.
- 2.6. The client shall ensure continuous compliance with the requirements of the NSEIL, BSE, SEBI and AMFI.
- 2.7. The Client shall pay to the Participant / MFI fees and statutory levies as are prevailing from time to time and as they apply to the Client's account, transactions and to the services that Participant / MFI renders to the Client.
- 2.8. The client will furnish information to the Participant / MFI in writing, if any winding up petition or insolvency petition has been filed or any winding up or insolvency order or decree or award is passed against him or if any litigation which may have material bearing on his capacity has been filed against him.
- 2.9. In the event of non-performance of the obligation by the Participant / MFI, the client is not entitled to claim any compensation either from the Investor Protection Fund or from any fund of NSEIL or NSCCL / BSE or its Clearing Corporation - Indian Clearing Corporation Ltd. (ICCL).
- 2.10. In case of any dispute between the Participants / MFIs and the investors arising out of the MFSS facility / BSE STAR MF Platform, NSEIL and / or NSCCL / BSE and / or ICCL agrees to extend the necessary support for the speedy redressal of the disputes.

Client signature : 

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