

**PART I - KNOW YOUR CLIENT (KYC) APPLICATION FORM (For Individuals)**

NEW  CHANGE REQUEST (Please tick ✓ the appropriate)



**MASTER COMMODITY SERVICES LTD**

CIN- U67120PB1991PLC011574

Registered Office : SCO 19, Master Chambers, Feroze Gandhi Market, Ludhiana - 141 001

Corporate Office : 1012, 10th Floor, Arunachal Building, 19, Barakhamba Road, New Delhi-110 001

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Acknowledgement No.

Photograph  
Please affix your recent passport size photograph

Signature Across photograph

\* Separate KYC Application forms must be filled by each applicant i.e. (2nd Holder, 3rd Holder & Guardian)

Please fill this form in ENGLISH and in BLOCK LETTERS

**A IDENTITY DETAILS**

<input type="checkbox"/>	1.	Name of the Applicant																					
<input type="checkbox"/>	2.	Father's / Husband Name																					
<input type="checkbox"/>	3.	Mother's Name																					
<input type="checkbox"/>	4.	a) Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender	b) Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others	c) Date of Birth	D	D	M	M	Y	Y	Y	Y											
<input type="checkbox"/>	5.	a) Nationality/Citizenship <input type="checkbox"/> Indian <input type="checkbox"/> Others (Please specify _____)																					
<input type="checkbox"/>		b) Status <input type="checkbox"/> Resident Individual <input type="checkbox"/> Non Resident <input type="checkbox"/> Foreign National <input type="checkbox"/> Person of Indian Origin																					
<input type="checkbox"/>	6.	a) PAN											b) Aadhaar Number										
<input type="checkbox"/>	7.	Specify the proof of identity submitted <input type="checkbox"/> PAN Card <input type="checkbox"/> Any other (Please specify _____)																					

**B ADDRESS DETAILS**

<input type="checkbox"/>	1.	<input type="checkbox"/> Residence / <input type="checkbox"/> Correspondence Address	City/Town/Village	PIN Code							State	Country
<input type="checkbox"/>	2.	Specify the proof of address submitted for Residence / Correspondence address										
<input type="checkbox"/>	3.	Contact Details	Tel. (Off.)	Tel. (Res.)	Fax No							
<input type="checkbox"/>			Mobile No.	E-mail ID								
<input type="checkbox"/>	4.	Permanent Address (If different from above. Mandatory for Non-Resident Applicant to specify overseas address)	City/Town/Village	PIN Code							State	Country
<input type="checkbox"/>	5.	Specify the proof of address submitted for Permanent address										

**C 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

(2)

Date

D D M M Y Y Y Y

**FOR OFFICE USE ONLY**

Originals verified & Self-Attested documents copies received

Name of the person doing IPV* & Interview				Designation					
Date of IPV*	D	D	M	M	Y	Y	Y	SEBI Regn. No. #	Signature of the person doing IPV*
Name of the Organization									

Signature of the Authorised Signatory of Master Commodity Services Ltd. with Seal & Stamp

Date

D D M M Y Y Y Y

\* IPV - stands for In Person Verification # Member Broker / Sub-Broker/ Authorised Person

## INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM (For Trading and Demat Account)

### 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 commodity derivatives 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 regional 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 FIPB/FEMA guidelines and other applicable statutory approvals), 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 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:

(Note: 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. 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.
5. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
6. The proof of address in the name of the spouse may be accepted.

### D. Exemptions to PAN

(Note: Sufficient documentary evidence in support of such claims to be collected.)

1. 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 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 copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.