

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

NEW  CHANGE REQUEST (Please tick ✓ the appropriate)



**MASTER COMMODITY SERVICES LTD**

CIN- U67120PB1991PLCO11574

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

Ph. : 011-42111000 | E-mail: helpdesk@mastertrust.co.in | Website : www.mastertrust.co.in

Please fill this form in ENGLISH and in BLOCK LETTERS

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

Acknowledgement No.

**A IDENTITY DETAILS**

<input type="checkbox"/>	1.	Name of the Applicant														
<input type="checkbox"/>	2.	Date of Incorporation	D	D	M	M	Y	Y	Y	Y	Place of incorporation					
<input type="checkbox"/>	3.	Date of commencement of business	D	D	M	M	Y	Y	Y	Y						
<input type="checkbox"/>	4.	a) PAN									<input type="checkbox"/>	b) Registration No. (e.g. CIN)				
<input type="checkbox"/>	5.	Status (please tick any one)	<input type="checkbox"/> Private Limited Co. <input type="checkbox"/> Public Ltd. Co. <input type="checkbox"/> Body Corporate <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Charities <input type="checkbox"/> NGO's <input type="checkbox"/> FI <input type="checkbox"/> FII <input type="checkbox"/> HUF <input type="checkbox"/> AOP <input type="checkbox"/> Bank <input type="checkbox"/> Government Body <input type="checkbox"/> Non-Government Organization <input type="checkbox"/> Defense Establishment <input type="checkbox"/> BOI <input type="checkbox"/> Society <input type="checkbox"/> LLP <input type="checkbox"/> FPI Category-I <input type="checkbox"/> FPI Category-II <input type="checkbox"/> FPI Category-III <input type="checkbox"/> Others (please specify) _____													

**B ADDRESS DETAILS**

<input type="checkbox"/>	1.	Address for Correspondence											
		City/Town/Village					PIN Code						
		State					Country						
<input type="checkbox"/>	2.	Contact Details	Tel. (Off.)					Tel. (Res.)					
		Fax No.					E-mail ID						
<input type="checkbox"/>	3.	Specify the proof of address submitted for correspondence address											
<input type="checkbox"/>	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:	<b>As per Seperate Sheet Enclosed</b>
2.	a. DIN of whole time directors	
	b. Aadhaar Number of Promoters/Partners/Karta	

**D 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.	Signature of the Applicant	<input type="checkbox"/>										
	Date		D	D	M	M	Y	Y	Y	Y		

**FOR OFFICE USE ONLY**

<input type="checkbox"/> 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	Y	Emp. ID / 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 / 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,

### F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

Type of Entity	Documentary Requirements
Corporate	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• *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).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.</li> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in securities market.</li> <li>• Authorised signatories list with specimen signatures.</li> </ul>
Partnership Firm	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• *Copy of partnership deed.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> <li>• Authorised signatories list with specimen signatures.</li> </ul>
Trust	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• **Copy of Trust deed.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> <li>• List of trustees certified by managing trustees/CA.</li> </ul>
HUF	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Bank pass-book/bank statement in the name of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
Unincorporated Association or a Body of Individuals	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document.</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
Banks/Institutional Investors	<ul style="list-style-type: none"> <li>• Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
Army/Government Bodies	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
Registered Society	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

**Note:** (1)\* For corporate: 25% or more ownership & for other entities 15% and above implies "controlling ownership from UBO perspective".

(2)\*\* For Trusts, the trustees and settlers /protectors are also to be given as UBOs

(3) Individual having controlling stake /UBO shall submit KYC-Part-I, separately, alongwith the copy of their aadhaar card/other proof of identity /address.

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.

**Details of Promoters/ Partners/ Karta / Trustees and whole time directors forming a part of  
Know Your Client (KYC) Application Form for Non-Individuals**

<b>Name of Applicant</b>	
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<b>PAN of the Applicant</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td> </tr> </table>																				

<b>1.</b>	Name																			Photograph  Please affix your recent passport size photograph & Sign Across it.		
	Relationship with Applicant (i.e. promoters, whole time directors etc.)																					
	PAN											DIN										
	AADHAAR																					
	Residential / Registered Address																					
		City/Town/Village											PIN									
		State											Country									
	Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO																				

<b>2.</b>	Name																			Photograph  Please affix your recent passport size photograph & Sign Across it.		
	Relationship with Applicant (i.e. promoters, whole time directors etc.)																					
	PAN											DIN										
	AADHAAR																					
	Residential / Registered Address																					
		City/Town/Village											PIN									
		State											Country									
	Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO																				

<b>3.</b>	Name																			Photograph  Please affix your recent passport size photograph & Sign Across it.		
	Relationship with Applicant (i.e. promoters, whole time directors etc.)																					
	PAN											DIN										
	AADHAAR																					
	Residential / Registered Address																					
		City/Town/Village											PIN									
		State											Country									
	Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO																				

<b>4.</b>	Name																			Photograph  Please affix your recent passport size photograph & Sign Across it.		
	Relationship with Applicant (i.e. promoters, whole time directors etc.)																					
	PAN											DIN										
	AADHAAR																					
	Residential / Registered Address																					
		City/Town/Village											PIN									
		State											Country									
	Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO																				

<b>Name &amp; Signature of the Authorised Signatory(ies)</b>	
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Date	D	D	M	M	Y	Y	Y	Y
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**Details of Promoters/ Partners/ Karta / Trustees and whole time directors forming a part of  
Know Your Client (KYC) Application Form for Non-Individuals**

<b>Name of Applicant</b>										
<b>PAN of the Applicant</b>										

5.	Name											<p align="center">Photograph</p> <p align="center">Please affix your recent passport size photograph &amp; Sign Across it.</p>
	Relationship with Applicant (i.e. promoters, whole time directors etc.)											
	PAN										DIN	
	AADHAAR											
	Residential / Registered Address											
		City/Town/Village						PIN				
State							Country					
Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO											

6.	Name											<p align="center">Photograph</p> <p align="center">Please affix your recent passport size photograph &amp; Sign Across it.</p>
	Relationship with Applicant (i.e. promoters, whole time directors etc.)											
	PAN										DIN	
	AADHAAR											
	Residential / Registered Address											
		City/Town/Village						PIN				
State							Country					
Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO											

7.	Name											<p align="center">Photograph</p> <p align="center">Please affix your recent passport size photograph &amp; Sign Across it.</p>
	Relationship with Applicant (i.e. promoters, whole time directors etc.)											
	PAN										DIN	
	AADHAAR											
	Residential / Registered Address											
		City/Town/Village						PIN				
State							Country					
Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO											

8.	Name											<p align="center">Photograph</p> <p align="center">Please affix your recent passport size photograph &amp; Sign Across it.</p>
	Relationship with Applicant (i.e. promoters, whole time directors etc.)											
	PAN										DIN	
	AADHAAR											
	Residential / Registered Address											
		City/Town/Village						PIN				
State							Country					
Wether Politically Exposed	<input type="checkbox"/> PEP (Politically Exposed Person) <input type="checkbox"/> RPEP (Related to Politically Exposed Person) <input type="checkbox"/> NO											

Date 

D	D	M	M	Y	Y	Y	Y
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**Name & Signature of the  
Authorised Signatory(ies)**


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