

PCS/KYC/2013-14/011

Dt: 02-Dec-2013

To,

All Branch Heads / Sub brokers / employees

Sub: Changes in policies and procedures

We would like to inform you that following changes in policies and procedures will be affective from 01st Feb. 2014 and the same has been approved by the management.

1. A cheque for Rs.600/- is mandatory (Rs.150/- + S.Tax for Trading Account & Rs.400/- as upfront collection for Demat Account) and should accompany the application form, clients who are residing in rural areas may send the Photostat copy of the account opening cheque and the original cheque may be deposited once the account opening information is received from KYC dept.

2. For quarterly zero we can hold up to Rs. 10000/- in clients ledger if client's written consent or confirmation reaches kyccompliance@pcssecurities.co.in from his registered mail id with us to hold amounts up to Rs. 10000/- in their ledger accounts while considering quarterly zero.

3. Client may now utilize single format form for all personal data modifications like email ID, mobile, occupation, income, new/change in bank account, additional DP accounts, etc., old formats will be accepted up to end of the day on 15/12/2013 at HO. and thereafter we will discontinue the request in old formats for the data modification. All the formats are now available for download on FTP.

4. We have started e- Insurance service (Repository Services) through CIRL, Life insurance policy holders can convert their insurance policies from physical form to demat mode, therefore you intimate to all our clients to utilize this opportunity since there is 'no AMC' charges for the e-Insurance Demat A/c., for further details regarding opening an account and other services kindly contact DP. & KYC dept., for further information regarding repository services you may logon to <http://www.cirl.co.in>.

5. New tariff rates given below will be applicable from 1st Feb. 2014 and the same will be debited to the clients account accordingly

Trading

Cheque dishonor charges Rs.200/- will be debited to clients account..

In cases where brokerage generated is less than Rs. 20/- per exchange the Brokerage rate would be applied at 2.5% of the trade value or Rs. 20/- whichever is lower.

In case the client Email id is not registered with PCS or failed to submit new Email id /In case of bounced mail for Trading account, then the charge will Rs 20/- per each dispatch of contract note.

SMS charges Rs 100 PM will be debited to those clients who have opted for technical and fundamental call alerts.

Depository Services:

Present AMC structure will be enhanced as follows

Rs. 100/- p.a. for those DP clients who have opted for digital (e-reports) statements and Rs. 200 pa for all other DP accounts, same will be billed on monthly basis @ Rs. 8.33 and Rs 16.67 respectively with effect from February 2014 monthly billing

Following charges will be applicable for Demat Request Form (DRF)

Rs. 3 per certificate per market lot (100 shares or 100 units is considered as one market lot)
Rs. 100 + courier charges for each DRF

Note: Please submit or send the DIS (Delivery Instruction Slip) to HO in physical form latest by 4 pm on T+1 day basis for Pay-in of Securities and 48 hours prior to execution for Off Market/Inter Depository Transfer. The DIS received on same day of execution after 4 pm at HO will be accepted for "execution on best effort basis".

Note : PCS announces Rs 25/- as incentive per each conversion of existing active Demat Account Holder physical statement to digital statement mode.

With Warm Regards

KYC & DP Department.