

PCS/KYC/2013-14/009

Dt: 25.09.13

To,

All Branch Heads / Sub brokers /employees

Sub: Documents to be submitted to KYC HO duly filled and signed by the existing and new clients.

We would like to inform you that all new account opening forms being sent to HO should be accompanied with the addendum document "New clause" available in KYC formats folder (available in KYC software and FTP)

Also collect addendum documents from existing active clients on priority basis.

All dormant accounts as on date will be considered for activation only on receiving the reactivation form, cancelled cheque leaf, KRA modification form along with "New Clause" addendum document duly filled and signed by the client.

As per UCC coparceners' PAN and Address proof is mandatory (if coparcener is major) for segment activation.

**Nomination:** PAN of Nominee is **not mandatory for Demat Account.** You can **skip Nomination in Trading Account** but Insist clients to fill up Nomination Form for Demat Account. In case of any unfortunate event of death of Sole Holder it will be very easy to consider transmission of holding in the name of nominee otherwise transmission of shares to legal hire can be done only after submission of any one of the following documents from competent authority: **Letter of Administration, Probate of Will, Succession Certificate**, if value of holding is above Rs.1 Lack.

Financial proofs of the clients should be submitted every year to KYC in order to trade in Derivatives Segment. Kindly provide the financial proof duly signed by the client to avoid deactivation of Derivatives segment for trading.

Auto square off mode will be activated to the clients only if the Auto square off form is duly signed by the client and attested by the concerned branch head/ Sub-broker.

Kindly co-ordinate with KYC dept. for further clarification if any.

For PCS Securities Ltd. / PCS Commodities Pvt Ltd.

Director