

PCS/KYC/2015-16/001

Date: 13.05.2015

To
All Branches / Sub-Brokers/ Employees

Sub: Mandate Form for trading on behalf of client– Reg

This is to inform you that as per our internal policy obtaining mandate form for trading on behalf of the client is must, we request you to collect mandate form from existing and new clients to avoid de-activation of the trading codes.

Most of the dormant re-activation forms and new application forms are lodged without mandate letter, while phone confirmations we come to know that most of the clients are not aware of the trades and there is no proper response from clients regarding the transactions as most of the orders are placed by one of the family members.

Mandate holder should be a family member of the client and the mandate holder relation should be either Father /Son/ Wife /Daughter with the client.

Kindly take the information from your concerned dealers as they will have the first hand information on the orders being placed by a person other than the registered client.

Avail the mandate format from KYC Software or FTP common KYC formats folder and submit the duly filled and signed form at HO-KYC for updation.

Note:

We have already issued KYC circular on 04/12/2014 vide no PCS/KYC/2014-15/006 but the response is very poor, kindly submit the mandate form by 15/06/2015 to avoid code deactivation.

Thanking you,

**PCS Securities Ltd/ PCS Commodities Pvt Ltd
KYC**