



Health & Wealth, We Manage Both

**NSDL** **CDSL** **NSE** **BSE** **MCX'SX** **DSE** **NCDEX** **DGCX** **MCX** **NMCE** **NCDEX-SPOT** **IEX** **NSEL**

SHARES

COMMODITY

TIN

E-RETURN

DP

UID

RTA

PMS

TPA

HEALTH CARE

INSURANCE

IPO

INVESTMENT  
ADVISORY

REGISTRAR

# **Alankit ASSIGNMENTS LIMITED**

## Demat A/c Opening Form for Individual with **NSDL**

NAME : .....

.....

.....

ACCOUNT NO. : .....

### Corporate Office

'Alankit House', 4E/2,  
Jhandewalan Extension, New Delhi-110055  
Tel. : 91-11- 42541234, 23541234,  
Fax : 91-11-42541883-884  
Website : www.alankit.com

### Depository Division

1E/13, Ground Floor,  
Jhandewalan Extension,  
New Delhi - 110055  
Ph. : 91-11-42541795-98, 42541812-16

**Annexure JB**  
**INSTRUCTIONS/ CHECK LIST FOR FILLING KYC FORM**

**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 securities 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 foreign 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 FEMA guidelines), 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.
10. For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/ Mark sheet issued by Higher Secondary Board/ Passport of Minor/ Birth Certificate must be provided.
11. Politically Exposed Person (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/ document with applicant's Photo, 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: (\*Documents having an expiry date should be valid on the date of submission.)

1. Passport/ Voter Identity Card/ Ration Card/ Unique Identification Number (UID) Aadhaar / Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bill 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. Self-declaration by High Court and Supreme Court Judges, giving the new address in respect of their own accounts.
5. 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.
6. 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.
7. For FII/ sub-account, Power of Attorney given by FII/ sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

**D. Exemptions/ clarifications to PAN** (\*Sufficient documentary evidence in support of such claims to be collected.)

1. In case of 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.
3. UN entities/ multilateral agencies exempt from paying taxes/ filing tax returns in India.
4. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of

such verified PAN details to the intermediary.

**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.

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

Types of entity	Documentary requirements
<b>Corporate</b>	<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 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>
<b>Partnership firm</b>	<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>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
<b>Trust</b>	<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>• List of trustees certified by managing trustees/ CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>• PAN of HUF</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank pass-Book/ Bank statement in the name of HUF</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
<b>Unincorporated Association or a Body of Individuals</b>	<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>
<b>Banks/ Institutional Investors</b>	<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>
<b>Foreign Institutional Investors (FII)</b>	<ul style="list-style-type: none"> <li>• Copy of SEBI registration certificate.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Army/ Government Bodies</b>	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
<b>Registered Society</b>	<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>

**ANNEXURE - J**

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

**Alankit ASSIGNMENTS LIMITED**

1E/13, Ground Floor, Jhandewalan Extn., **New Delhi-110055**

Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784 **DP-ID IN 300118**

Fax:011-42541883-884, E-mail : dp@alankit.com, info@alankit.com

Manager DP Operation Ms Asha Khanna (M) 9582200543, Email : ashak@alankit.com Phone Direct 011-42541899

201-203, K J City Tower, Ashok Marg 'C' Scheme, **Jaipur-302001**

Tel.: 0141-2374531-33, 4193311,14,15, Fa x : 0141-2374535, E-mail : alankitjpr@alankit.com **DP-ID IN 301160**

Branch Incharge Mr Abhinav Sharma (M) 9672973670, E-mail: abhinavs@alankit.com Phone Direct 0141-4093302

Lata Arcade 1st Floor, 87, Civil Lines,Near Ayub Khan Chauraha, **Bareilly-243001**

Tel.: 0581-2551161-64, 2551086-88, Tele/fax : 0581-2551165, E-mail : alankitbly@alankit.com **DP-ID IN 301186**

Branch Incharge Mr.Ajay Agarwal (M) 9411218934, Email : ajayg@alankit.com Phone Direct 0581-2551164

Please fill in ENGLISH and in BLOCK LETTERS

A. IDENTITY DETAILS										
1.	Name of the Applicant									Please affix your recent passport size photograph  Signature across Photograph
2.	Father's / Husband's Name									
3.	a) Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	b) Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	c) Date of Birth							
4.	a) Nationality <input type="checkbox"/> Indian <input type="checkbox"/> Others (Please specify, _____)	b) Status <input type="checkbox"/> Resident Individual <input type="checkbox"/> Non Resident <input type="checkbox"/> Foreign National								
5.	a) PAN				b) Aadhaar Number, if any					
6.	Specify the proof of Identity Submitted	<input type="checkbox"/> PAN Card <input type="checkbox"/> Any other (Please specify: _____)								
B. ADDRESS DETAILS										
1.	Residence / Correspondence Address	<input type="checkbox"/> Correspondence Address <input type="checkbox"/> Residence Address								
		City / town / village		PIN Code						
		State		Country						
2.	Specify the proof of address submitted for Residence / Correspondence address									
3.	Contact Details	Tel (Office)			Tel (Res.)					
		Fax No.			Mobile No.					
		E-mail ID								
4.	Permanent Address (If different from above. Mandatory for Non-Resident Applicant to specify overseas Address)									
		City / town / village		PIN Code						
		State		Country						

**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**

<b>Date</b>	D	D	M	M	Y	Y	Y	Y
-------------	---	---	---	---	---	---	---	---

**FOR OFFICE USE ONLY**

Sr. No.	Particulars								
1.	<input type="checkbox"/>	Originals verified and Self-Attested Document copies received							
2.	In-Person-Verification (IPV) Details:								
	A)	Name of the person doing IPV							
	b)	Designation							
	c)	Name of Organization							
	d)	Signature							
	e)	Date							
<b>Name &amp; Signature of the Authorised Signatory</b>		<input type="text"/>							
<b>Date</b>	D	D	M	M	Y	Y	Y	Y	<b>Seal/Stamp of the Intermediary</b>

**ANNEXURE - J**

**PART II - ACCOUNT OPENING FORM (For Individuals)**

**Alankit ASSIGNMENTS LIMITED**

1E/13, Ground Floor, Jhandewalan Extn., New Delhi-110055

Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784

Fax:011-42541883-884, E-mail : dp@alankit.com, info@alankit.com

Manager DP Operation Ms Asha Khanna (M) 9582200543, Email : ashak@alankit.com Phone Direct 011-42541899

201-203, K J City Tower, Ashok Marg 'C' Scheme, Jaipur-302001

Tel.: 0141-2374531-33, 4193311,14,15, Fa x : 0141-2374535, E-mail : alankitjpr@alankit.com

Branch Incharge Mr Abhinav Sharma (M) 9672973670, E-mail: abhinavs@alankit.com Phone Direct 0141-4093302

Lata Arcade 1st Floor, 87, Civil Lines, Near Ayub Khan Chauraha, Bareilly-243001

Tel.: 0581-2551161-64, 2551086-88, Tele/fax : 0581-2551165, E-mail : alankitbly@alankit.com

Branch Incharge Mr. Ajay Agarwal (M) 9411218934, Email : ajayg@alankit.com Phone Direct 0581-2551164

**DP-ID IN 300118**

**DP-ID IN 301160**

**DP-ID IN 301186**

Serial No.

Receipt No. : .....

Cash / Cheque No.....

Rs.....

**OPENED BY**

**VERIFIED BY**

**Client ID (To be filled by participant)**

I/We request you to open a depository account in my / our name as per the following details :  
(Please fill all the details in CAPITAL LETTERS only)

Date

**A) Details of Account holder(s):**

Account Holder	Sole / First Holder	Second Holder	Third Holder
<b>Name</b>			
<b>PAN</b>			
<b>Occupation</b> (Please Tick any One and Give Brief Details)	<input type="checkbox"/> Private Sector <input type="checkbox"/> Agriculturist <input type="checkbox"/> Public Sector <input type="checkbox"/> Retired <input type="checkbox"/> Government Service <input type="checkbox"/> Housewife <input type="checkbox"/> Business <input type="checkbox"/> Student <input type="checkbox"/> Professional <input type="checkbox"/> Other (Please Specify);	<input type="checkbox"/> Private Sector <input type="checkbox"/> Agriculturist <input type="checkbox"/> Public Sector <input type="checkbox"/> Retired <input type="checkbox"/> Government Service <input type="checkbox"/> Housewife <input type="checkbox"/> Business <input type="checkbox"/> Student <input type="checkbox"/> Professional <input type="checkbox"/> Other (Please Specify);	<input type="checkbox"/> Private Sector <input type="checkbox"/> Agriculturist <input type="checkbox"/> Public Sector <input type="checkbox"/> Retired <input type="checkbox"/> Government Service <input type="checkbox"/> Housewife <input type="checkbox"/> Business <input type="checkbox"/> Student <input type="checkbox"/> Professional <input type="checkbox"/> Other (Please Specify);
<b>Brief Details</b>			

**B)** For HUF, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., Although the account is opened in the name of the natural person, the name & PAN of the HUF, Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., Should be Mentioned below:

a) Name

b) PAN

**C) Type of Account**

Ordinary Resident                       NRI-Repatriable                       NRI-Non Repatriable  
 Qualified Foreign Investor                       Foreign National                       Promoter  
 Margin                       Others (Please specify) \_\_\_\_\_

**D) Gross Annual Income Details (Please specify)**

Income Range per annum (Please Tick any one)

Below ₹ 1 lac                       1-5 Lac                       ₹ 5-10 lac  
 10-25 Lac                       More than ₹ 25 lac

**E) In case of NRIs/ Foreign Nationals**

RBI Approval Reference Number

RBI Approval date




<b>F) Bank Details</b>												
1.	Bank Account Type	<input type="checkbox"/> Saving Account	<input type="checkbox"/> Current Account	<input type="checkbox"/> Others (Please specify) _____								
2.	Bank Account Number											
3.	Bank Name											
4.	Branch Address											
		City/town/village					PIN Code					
		State					Country					
5.	MICR Code											
6.	IFSC											
<b>G)</b> Please tick, if applicable: <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)												
<b>H) Standing Instructions</b>												
1.	I/We authorise you to receive credits automatically into my/our account										<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Account to be operated through Power of Attorney (PoA)										<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	<b>SMS Alert facility</b> [Mandatory if you are giving Power of Attorney (PoA). Ensure that the mobilenummer is provided in the KYC Application Form]											
	<b>Sr. No.</b>	<b>Holder</b>	<b>Yes</b>	<b>No</b>								
	1.	Sole/First Holder	<input type="checkbox"/>	<input type="checkbox"/>								
	2.	Second Holder	<input type="checkbox"/>	<input type="checkbox"/>								
	3.	Third Holder	<input type="checkbox"/>	<input type="checkbox"/>								
4.	Mode of receiving Statement of Account (Tick any one)	<input type="checkbox"/> Physical Form	<input type="checkbox"/> Electronic Form [Read Note 4 and ensur that email ID is provided in KYC Application Form]									
<b>I) Guardian Details</b> (where sole holder is a minor): [For account of a minor, two KYC Application Forms must be filled i.e. One for the guardian and another for the minor (to be signed by Guardian)]												
Guardian Name												
PAN												
Relationship of guardian with minor												
<b>I) Nomination Option</b>												
<input type="checkbox"/> I/We wish to make a nomination [As per details given below]						<input type="checkbox"/> I/We do not wish to make a nomination [Strike off the nomination details below]						
<b>Nomination Details</b>												
I/We wish to make a nomination and do hereby nominate the following person in whom all rights and / or amount payable in respect of securities held in the Depository be me / us in the said beneficiary owner account shall vest in the event of my / our death.												
1.	Name of the Nominee (Mr./Ms.)											
2.	Relationship with the Applicant (if any)											
3.	Address of Nominee											

			City / town / village		PIN Code											
			State		Country											
4.	Contact Details of Nominee		Tel (Office)		Tel (Res.)											
			Fax No.		Mobile No.											
			E-mail ID													
<b>5. Nominee Identification details (please tick any one from (a) to (f) and provide details of the same)</b>																
			Photograph				Signature									
(a)	<input type="checkbox"/>	(i)	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>Photograph of nominee</p> <p>(Signature of nominee across photograph)</p> </div> </div>				(ii)	<div style="border: 1px solid black; width: 100%; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <p>Signature of nominee</p> </div>								
(b)	<input type="checkbox"/>	PAN of Nominee														
(c)	<input type="checkbox"/>	Aadhaar number of nominee														
(d)	<input type="checkbox"/>	Saving bank account number of nominee, Of maintained with the same Participant				Bank Account Number										
(e)	<input type="checkbox"/>	Copy of any proof of identity document <i>(accompanied By original for verification or duly attested by any entity authorized For attesting the documents, as provided in annexure JB)</i>														
(f)	<input type="checkbox"/>	Demat account details of nominee				DP ID										
						Client ID										
<b>Nr. Nos. 6-11 should be filled only if nominee is a minor:</b>																
6.	Date of Birth (in case of minor nominee)								D	D	M	M	Y	Y	Y	Y
7.	Name of the Guardian(Mr./Ms.) (In case of minor nominee)															
8.	Address of Guardian															
			City / town / village		PIN Code											
			State		Country											
9.	Contact Details of Guardian		Tel (Office)		Tel (Res.)											
			Fax No.		Mobile No.											
			E-mail ID													
10.	Relationship of guardian with nominee															

11. Guardian Identification details (please tick any one from (a) to (f) and provide details of the same)										
(a)	<input type="checkbox"/>	(i)	Photograph				Signature			
			<div style="border: 1px solid black; padding: 10px; text-align: center;">           Photograph of Guardian             (Signature of Guardian across photograph)         </div>				(ii) Signature of Guardian			
(b)	<input type="checkbox"/>	PAN of Guardian								
(c)	<input type="checkbox"/>	Aadhaar number of guardian								
(d)	<input type="checkbox"/>	Saving bank account number of guardian, Of maintained with the same Participant				Bank Account Number				
(e)	<input type="checkbox"/>	Copy of any proof of identity document <i>(accompanied By original for verification or duly attested by any entity authorized For attesting the documents, as provided in annexure JB)</i>								
(f)	<input type="checkbox"/>	Demat account details of guardian				DP ID				
						Client ID				

### Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. 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. In case non-resident account, I/we also declare that I/we have complied and will continue to comply with FEMA regulations. I/ we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant".

Name(s) of holder(s)	Signature(s) of holder
Sole/First Holder/ Guardian (In case sole holder is minor (Mr./ Ms.))	
Second Holder (Mr./ Ms.)	
Third Holder (Mr. / Ms.)	

**Notes:**

1. All communication shall be sent at the address of the Sole/First holder only.
2. Thumb impressions and signatures other than English or Hindi or any of the other not contained to the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.
3. Instructions related to nomination, are as below:
  - I. The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly



or jointly Non- individuals including society, trust, body corporate, partnership firm, karta of Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly all joint holders will sign the nomination form.

- II. A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner.
  - III. The Nominee shall not be a trust, society, body corporate, partnership firm, karta of Hindu Undivided Family or a power of Attorney holder. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time.
  - IV. Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities.
  - V. Transfer of securities in favour of a Nominee shall be valid discharge by the depository and the Participant against the legal heir.
  - VI. The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form.
  - VII. On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour Of the Nominee.
4. For receiving Statement of Account in electronic form:
- I. Client must ensure the confidentiality of the password of the email account.
  - II. Client must promptly inform the Participant of the email address has changed.
  - III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.
5. Strike off whichever is not applicable.

=====  
**Acknowledgement**

**Alankit ASSIGNMENTS LIMITED**

DELHI - DP-ID IN 300118 : 1E/13, Ground Floor, Jhandewalan Ex tn., New Delhi-110055

JAIPUR - DP-ID IN 301160 : 201-203, K J City Tower, Ashok Marg 'C' Scheme, Jaipur-302001

BAREILLY - DP-ID IN 301186 : Lata Arcade 1st Floor, 87, Civil Lines, Near Ayub Khan Chauraha, Bareilly-243001

Received the application from Mr./Ms. \_\_\_\_\_ as the sole/first holder alongwith \_\_\_\_\_  
\_\_\_\_\_ And \_\_\_\_\_ as the second and third holders respectively for  
opening of a depository account. Please quote the DP ID & Client ID allotted to you in all your future correspondence.

Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Participant Stamp & Signature**

**ANNEXURE - A**

**FEMA DECLARATION CUM DECLARATION OF NRI STATUS BY NON RESIDENT**

**Alankit** ASSIGNMENTS LTD.

Dated : .....

1. PASSPORT DETAILS

• Number \_\_\_\_\_ • Date of Issue \_\_\_\_\_ • Date of Expiry \_\_\_\_\_  
• Place of Issue \_\_\_\_\_ • Issuing Authority \_\_\_\_\_

2. NATIONALITY \_\_\_\_\_ 3. COUNTRY OF ORIGIN \_\_\_\_\_

4. LOCAL ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. PURPOSE OF STAY ABROAD \_\_\_\_\_

I declare that I am a Non-Resident Indian residing at \_\_\_\_\_ (City / Country of stay) and Citizen of \_\_\_\_\_ (Name of Country) for the purpose of Foreign Exchange Regulation Act 1973/ Foreign Exchange Management Act 2000 and shall immediately inform you in the event of any change in my address, citizenship and /or residency or other status.

I/We would confirm that all debits to my/our accounts for the purpose of investment in India and credits of investments in India are covered either by general or special permission of RBI.

I will ensure that investments in shares / securities or in India out of funds held in my / our account with you are governed by respective regulations of Reserve Bank of India.

I/We also declare that I/We have complied and will continue to comply with FEMA regulations.



Applicant signature :

Encl. : Photocopy of Passport (Countersigned by applicant)

**CHECKLIST (NRI) - HOLDING STATUS**

**In case already holding securities :**

- (a) In the account opening form, RBI reference no. and approval date is to be quoted. Photocopy of the same be provided.
- (b) In case NRI has never acquired any holding or securities from secondary market in the relevant column he should write  
(i) In the column of Reference No.: **"No holdings"** (ii) In the column of Approval Date : **"Present Date"**
- (c) In case NRI has acquired securities through allotment in primary market i.e. direct investment scheme the necessary approval would have been obtained by the issuer company, under such cases he should write  
(i) In the column of RBI Reference No.: **"Under General Permission"** (ii) In the column of RBI Approval Date : **"Present Date"**

**ANNEXURE - B**  
**Declaration of HUF status**

**Alankit** ASSIGNMENTS LTD.

Dated : .....

As I/We wish to open a DP account with you in my capacity as karta of HUF of \_\_\_\_\_ I/we beg to say that the first signatory to this letter, i.e. \_\_\_\_\_ is the karta of the joint Family and other signatories are the adult co-parceners of said family.

I/We further confirm that the business of said joint family is carried on mainly by the said karta as also by the other signatories hereto in the interest and for the benefit of entire body of co-parcener of the joint family.

In view of the fact that ours is not firm governed by the Indian Partnership Act of 1932, we have not got our said firm registered under the said Act.

I/We hereby undertake to inform you the death or birth of a co-parceners or of any change occurring at any time in the membership of our joint family during the currency of the account.



Name of Karta

Signature(s)

	Name of Adult Co-parceners/ Member	Date of Birth	Sex	Relationship with Karta	Signature
1.			M/F		
2.			M/F		
3.			M/F		
4.			M/F		
	Name of Minor Co-parceners	Date of Birth	Sex	Relationship with Karta	Signature
1.			M/F		
2.			M/F		
3.			M/F		
4.			M/F		

**Option to receive Annual Reports, AGM notice and other communication from issuer in physical form**

<b>Alankit</b> ASSIGNMENTS LIMITED						Date									
1E/13, Ground Floor, Jhandewalan Extn., New Delhi-110055 Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784 Fax:011-42541883-884, E-mail : dp@alankit.com, info@alankit.com Manager DP Operation Ms Asha Khanna (M) 9582200543, Email : ashak@alankit.com Phone Direct 011-42541899						D	D	M	M	Y	Y	Y	Y		
DP ID		I	N												
Client ID															
Sole / First Holder Name															
Second Holder Name															
Third Holder Name															
<b>(Pleasee tick any one)</b>															
<input type="checkbox"/>	I/ We hereby inform you that I/ we wish to receive financial statements (i.e. Annual reports), AGM notice and other communications from issuers in physical form.														
<input type="checkbox"/>	I/ We hereby inform you that I / We had earlier opted to receive the financial statements (i.e. Annual reports), AGM notice and other communications from issuers in physical form and now intend to remove the said option so that I / we can receive the same in electronic form.														
1.												2.			3.
<b>Authorised Signatory(ies)</b>															

# Alankit ASSIGNMENTS LIMITED

1E/13, Ground Floor, Jhandewalan Extn., New Delhi-110055  
 Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784  
 Fax:011-42541883-884, E-mail : dp@alankit.com, info@alankit.com  
 Manager DP Operation Ms Asha Khanna (M) 9582200543, Email : ashak@alankit.com Phone Direct 011-42541899  
 201-203, K J City Tower, Ashok Marg 'C' Scheme, Jaipur-302001  
 Tel.: 0141-2374531-33, 4193311,14,15, Fax : 0141-2374535, E-mail : alankitjpr@alankit.com  
 Branch Incharge Mr Abhinav Sharma (M) 9672973670, E-mail: abhinavs@alankit.com Phone Direct 0141-4093302  
 Lata Arcade 1st Floor, 87, Civil Lines, Near Ayub Khan Chauraha, Bareilly-243001  
 Tel.: 0581-2551161-64, 2551086-88, Tele/fax : 0581-2551165, E-mail : alankitbly@alankit.com  
 Branch Incharge Mr.Ajay Agarwal (M) 9411218934, Email : ajayg@alankit.com Phone Direct 0581-2551164

DP-ID IN 300118

DP-ID IN 301160

DP-ID IN 301186

SCHEDULE 'A' ACCOUNT No. .... W.E.F. 01/01/2014

	SCHEME - A	SCHEME - B	SCHEME - C	SCHEME - 'AA'
Account Maintenance (Per Annum)	₹ 260/-	₹ 360/-	₹ 750/-	<b>Scheme applicable to Alankit Trading Clients Only</b> A. NIL - ONLY FOR CLIENT WHO ACTIVELY TRADE THROUGH AAL (i.e. Alankit Assignments Ltd.) B. Facility of NIL as (a) above only available for clients actively trading through AAL. Clients whose trading accounts are inactive / dormant, shall maintain minimum cash margin of ₹ 5000/- with AAL at all times otherwise normal AMC of ₹ 260/- as applicable for individual accounts shall be levied. For corporate / trust and NRI accounts this amount shall be ₹ 1000/- p.a. A. Annual account maintenance charges for clients availing Speed-e facility of NSDL for debit instruction through internet:- a. * For IDEAS users ₹20/- per annum extra b. * for smart card user ₹ 520/- per annum extra (inclusive of IDEAS facility) * To be deposited in advance at the time of activation of account
Trading account opening Charges / Documentation charges for Speed-e facility and Internet trading	N.A.			₹ 500/-
	SCHEME - A	SCHEME - B	SCHEME - C	SCHEME - 'AA'
Off Market / Inter- depository Delivery	₹16/- per debit instruction	₹15/- per debit instruction	₹14/- per debit instruction	₹ 20/- per debit instruction
Market Delivery	₹16/- per debit instruction	₹15/- per debit instruction	₹14/- per debit instruction	₹ 11/- per debit instruction for client trading with Alankit Assignments Ltd. And ₹ 20/- per debit instruction for client trading with other brokers
Concessional charges for debit Instruction put through speed-e Facility of NSDL	₹14/- per debit instruction	₹13/- per debit instruction	₹12/- per debit instruction	₹ 9/- per debit instruction for client trading with Alankit Assignments Ltd. And ₹18/- per debit instruction for client trading with other brokers
NSDL KRA Upload / Download Charges	Actual charges levied by NSDL			
Rejection Charges	₹ 20/- per instruction			₹ 5/- per debit instruction
Creation of pledge	₹ 50/- per instruction (Chargable from the pledger)			
Closure/ Invocation/Confirmation of Pledge	₹ 25/- per instruction			
Securities Borrowing	₹ 40/- per instruction			
Dematerialization	₹ 20/- plus ₹ 3.00 Per Certificate Subject to Maximum of ₹ 250/-			
Repurchase of Mutual Fund Units	₹ 20/- per certificate			
Rematerialisation / repurchase	A. ₹ 20/- for every hundred securities viz. Shares / debentures / bonds etc. Or part thereof. Or B. ₹ 20/-Per Certificate. Whichever is higher			
Delivery Instruction Book Charges	₹ 50/- per book			

\*For instruction value ₹ 5 Lac to 1 Crore transaction charges will be charged ₹ 80/- per instruction

\* For instruction value above ₹ 1 Crore transaction charges will be charged ₹ 500/- per instruction.

- o Annual charges will be levied w.e.f. 1st day of the quarter in which account is opened.
- o In case of account closure the AMC shall be levied/collected up to the quarter in which the account is closed. The AMC for balance quarters shall be refunded.
- o Non-execution of delivery instruction due to any problem/error-courier charges ₹20/- per communication/dispatch.
- o Modifications in client master ₹ 25/- per instance.
- o Charges for delivery instructions accepted at client's sole risk beyond NSDL deadline, ₹ 20/- per delivery slip, accepted solely at Client's Risk.
- o Non-periodic statement and other communications shall be charged @ ₹ 5/- per page and postage/courier charges @ ₹ 30/- per mail.
- o In case Bank mandate for debit through ECS is not given, minimum credit balance of ₹500/- shall be maintained as advance towards future charges.
- o In case of foreign correspondence address, in addition to annual account maintenance charges, statement/communication charges @ ₹ 50/- per mail shall be charged extra.
- o In case of non-payment of bill/dues within 15 days of due date, the depository services are liable to be discontinued within a period of 30 days from the date of demand. The renewal charges for resuming the services will be ₹100/-
- o In case of any upward revision in schedule of charges, 30 days notice would be given by publication in newspaper/post.
- o In case of demat rejection postage shall be charged @ ₹ 35/- for dispatch to the client for removal of objection.
- o Any service not listed above will be charged for extra.
- o Taxes and other government levies extra as applicable from time to time.

Alankit ASSIGNMENTS LIMITED

Authorised Signatory



First Holder



Second Holder



Third Holder

# Alankit ASSIGNMENTS LIMITED

1E/13, Ground Floor, Jhandewalan Extn., New Delhi-110055

Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784

Fax:011-42541883-884, E-mail : dp@alankit.com, info@alankit.com

Manager DP Operation Ms Asha Khanna (M) 9582200543, Email : ashak@alankit.com Phone Direct 011-42541899

201-203, K J City Tower, Ashok Marg 'C' Scheme, Jaipur-302001

Tel.: 0141-2374531-33, 4193311,14,15, Fa x : 0141-2374535, E-mail : alankitjr@alankit.com

Branch Incharge Mr Abhinav Sharma (M) 9672973670, E-mail: abhinavs@alankit.com Phone Direct 0141-4093302

Lata Arcade 1st Floor, 87, Civil Lines, Near Ayub Khan Chauraha, Bareilly-243001

Tel.: 0581-2551161-64, 2551086-88, Tele/fax : 0581-2551165, E-mail : alankitbly@alankit.com

Branch Incharge Mr.Ajay Agarwal (M) 9411218934, Email : ajayg@alankit.com Phone Direct 0581-2551164

DP-ID IN 300118

DP-ID IN 301160

DP-ID IN 301186

Date : 11/07/2013

## Schedule "A"

## Scheme - BSDA

## Account Number \_\_\_\_\_

<b>Account Maintenance (Per Annum)</b>	<p>a. No annual Maintenance Charges (AMC) shall be levied, if the value of holding is upto ₹ 50,000/-</p> <p>b. For the value of holding from ₹ 50,001 to ₹ 2,00,000, ₹ 100 shall be charged.</p> <p>c. If value of holding exceeds ₹ 2 Lacs from that day onwards Normal AMC @ ₹ 200/- P.A. As applicable to scheme "A" shall be charged. The value of holding shall be determined on the basis Of guidelines in SEBI circulars.</p> <p><b>Annual account maintenance charges for clients availing Speed-e facility of NSDL for debit instruction through Internet :</b> * For IDEAS users ₹ 20/- per annum extra.</p>
<b>Transaction Charges</b>	<p>a. ₹ 16/- per debit instruction</p> <p>b. Concessional charges for debit instruction put through speed-e Facility of NSDL ₹ 14/- per debit instruction.</p>
<b>NSDL KRA Upload / Download Charges</b>	Actual charges levied by NSDL
<b>Rejection Charges</b>	₹ 5/- per debit instruction
<b>Creation of Pledge</b>	₹ 50/- per instruction (chargeable from the pledgor)
<b>Closure/Invocation/ confirmation of pledge</b>	₹ 25/- per instruction
<b>Securities Borrowing</b>	₹ 40/- per instruction
<b>Dematerialization</b>	₹ 20/- plus ₹ 3/- per icertificate subject to Maximum of ₹ 250/-
<b>Rematerialisation</b>	<p>A. ₹ 20/- for every hundred securities viz. Shares / debentures / bonds etc. Or part thereof. Or ₹ 20/- per certificate. Whichever is higher</p> <p>B. In case of DP Commodity account ₹ 75/- per request. However, no rematerialisation fee shall be charged for Government Securities.</p>
<b>Repurchase / redemption</b>	₹ 20/- per certificate
<b>Delivery Instruction Book Charges</b>	2 Delivery Slips at the time of opening of new Account free of cost subsequent deliver books of 20 leaves each, ₹ 50/- per book.

- o In case of account closure the AMC shall be levied / collected up to the quarter in which the account is closed. The AMC for balance quarters shall be refunded.
- o **All BOs opting for the facility of BSDA, shall register their mobile number for availing the SMS alert facility for debit transaction.**
- o Non-execution of delivery instruction due to any problem/error-courier charges ₹20/- per communication/dispatch.
- o Modifications in client master ₹ 25/- per instance.
- o Charges for delivery instructions accepted at client's sole risk beyond NSDL deadline, ₹ 20/- per delivery slip, Delivery instruction slip must be received at Jhandewalan, New Delhi, Head Office / Jaipur / Bareilly branches (i.e. Where client accounts are being maintained) within NSDL stipulated deadline.
- o Additional physical statement beyond 2 statement per billing cycle shall be charged @ ₹ 25/- per Statement.
- o In case Bank mandate for debit through ECS is not given, minimum credit balance of ₹ 500/- shall be maintained as advance towards future charges.
- o In case of foreign correspondence address, in addition to annual account maintenance charges, statement / communication charges @ ₹50/- per mail shall be charged extra.
- o In case of non-payment of bill/dues within 15 days of due date, the depository services are liable to be discontinued within a period of 30 days from the date of demand. The renewal charges for resuming the services will be ₹100/-
- o In case of any upward revision in schedule of charges, 30 days notice would be given by publication in newspaper/post.
- o In case of demat rejection postage shall be charged @ ₹ 30/- for dispatch to the client for removal of objection.
- o Any service not listed above will be charged for extra.
- o Taxes and other government levies extra as applicable from time to time.
- o At any time when accounts is qualified as NON BSDA account maintainance charges as per Annex. Charge Schedule "A" shall be applicable.

Please place my / our account under Scheme \_\_\_\_\_.

Alankit ASSIGNMENTS LIMITED

Authorised Signatory



First Holder



Second Holder



Third Holder

# Alankit ASSIGNMENTS LIMITED

1E/13, Ground Floor, Jhandewalan Extn., New Delhi-110055

Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784

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Branch Incharge Mr Abhinav Sharma (M) 9672973670, E-mail: abhinavs@alankit.com Phone Direct 0141-4093302

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Branch Incharge Mr.Ajay Agarwal (M) 9411218934, Email : ajayg@alankit.com Phone Direct 0581-2551164

DP-ID IN 300118

DP-ID IN 301160

DP-ID IN 301186

(For New Accounts)

## Option for opening Basic Services Demat Account (BSDA)

Date 

--	--	--	--	--	--	--	--	--	--

With reference to my / our application for opening a depository account, I/ We request you to open my / our depository accounts as a BSDA as per the following details :

	Name	PAN									
Sole / First Holder											
Second Holder											
Third Holder											

Please register Mobile No. \_\_\_\_\_ in my Demat account and update the SMS flags.

I/We have read and understood the Securities and Exchange Board of India's guidelines for facility for a BSDA. I/We hereby declare that I/We am / are eligible to open a depository account as a BSDA holder and undertake to comply with the requirements specified by Securities and Exchange Board of India (SEBI) or any such authority for such facility from time to time. I/We also understand that in case I/ we at any point of time do not meet the eligibility as a BSDA holder, my /our aforesaid account is liable to be converted to regular account.

1.  \_\_\_\_\_ 2.  \_\_\_\_\_ 3.  \_\_\_\_\_  
Signature(s) of Account Holder(s)

(For New Accounts)

## Standing Instruction for Auto Pledge Confirmation by Pledgee

To,

# Alankit ASSIGNMENTS LIMITED

1E/13, Ground Floor, Jhandewalan Ex tn., New Delhi-110055

Board :- 91-11-42541234 , 23541234 Extn:- 784 and 798, Direct .Tel. : 91-11- 42541798 ,42541784

201-203, K J City Tower, Ashok Marg 'C' Scheme, Jaipur-302001

Tel.: 0141-4139311-13-14-15, Fa x : 0141-2374535, E-mail : alankitjpr@alank t.com

Lata Arcade 1st Floor, 87, Civil Lines,Near Ayub Khan Chauraha, Bareilly-243001

Tel.: 0581-2551161-64, 2551086-88, Tele/fax : 0581-2551165, E-mail : alankitbly@alankit.com

DP-ID IN 300118

DP-ID IN 301160

DP-ID IN 301186

Date 

--	--	--	--	--	--	--	--	--	--

With reference to my / our application for opening a depository account, I/ We request you to enable my / our depository account having DP ID \_\_\_\_\_ & Client ID \_\_\_\_\_ with Flag "Standing Instruction for Auto Pledge Confirmation".

I/ We have read and understood the Securities and Exchange Board of India's guide lines on pledging of shares in dematerialised form as regulated bny SEBI (Depositories and Participants) Regulation, 1996 and Depositories Act, 1996.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
Signature(s) of Account Holder(s)

**FORM A**

[See Paragraph 5(b)]

**Declaration to be submitted by the Investor to the depository participants for availing the benefits under the Rajiv Gandhi Equity Savings Scheme.**

**Name of the Investor :  
(First Holder)**

**Address of the Investor :**

**Permanent Account Number (PAN) :**

1. It is hereby certified that\* –
  - (a) I do not have a demat account and I have not traded in any derivatives.
  - (b) I have demat account no. \_\_\_\_\_ In \_\_\_\_\_  
Depository participant but I have not traded in any equity shares or derivatives in this account.
  - (c) I have a joint demat account no. \_\_\_\_\_ In \_\_\_\_\_  
Depository participant but I am not the first account holder.
2. I hereby declare that I have read and understood all the terms and conditions of the Rajiv Gandhi Equity Savings Scheme.
3. It is hereby verified that I am an eligible new retail investor for availing the benefits under the Rajiv Gandhi Equity Savings Scheme.
4. I undertake to abide by all the requirements and fulfill all obligations under the Scheme, and will comply with all the terms and conditions of the Scheme.
5. I understand that, in case I fail to comply with any condition specified in the Scheme, the benefits availed there under will be withdrawn and the tax shall be payable by me accordingly.



Signature of the Investor

Place :

Date :





Serial No. ....

**Alankit ASSIGNMENTS LIMITED**

**DEPOSITORY DIVISION**

ELECTRONIC CLEARING SERVICE (DEBIT CLEARING)MANDATE FORM

- 1. D.P. A/c. No.
- 2. Name :
- 3. Bank Name :
- a) Branch Name :
- b) 9-Digit MICR Code\* :
- c) Account Type      S.B.A/c.(Code 10)      Current A/c (Code 11)  
                                   Cash Credit (Code 13)
- D) Ledger No./Folio No. \_\_\_\_\_

Account No. \_\_\_\_\_  
\*Appearing on the MICR Cheque issued by the Bank (Please attach the Photocopy of a Cheque or a blank cancelled cheque Issued by your bank for verifying the accuracy of the Code Number)

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I hereby agree to discharge the responsibility expected of me as a participant under the scheme.

Date : \_\_\_\_\_ Signature of the applicant(s)

**BANK CERTIFICATION (Not required if photocopy of the cheque is enclosed).**  
Certified that the particulars furnished above are correct as per our records.

Bank's Stamp :

Date : \_\_\_\_\_ Signature of the authorised bank official

(Please Tear Here)

**AUTHORISATION TO BANK FOR DEBITING THE ACCOUNT**

To,  
The Branch Manager

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,  
I/We \_\_\_\_\_ residing at

\_\_\_\_\_ maintain a \_\_\_\_\_ Account No. \_\_\_\_\_ with your branch.

I/We hereby authorised the Bank to debit all types of commission / fees ('Service Charges') payable by me / us and charged by Alankit Assignments Ltd. through the ECS (Debit Clearing) facility to my bank account with you. I/We undertake the sufficient balances shall be maintained by me/us, so that the right of the Bank to debit the Service Charges is not impaired. I/We hereby undertake not to revoke this authority without the written approval from the Bank.

SIGNED at \_\_\_\_\_ (Place), this \_\_\_\_\_ (day),  
of \_\_\_\_\_ (month), \_\_\_\_\_ (Year)

Signature \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

(A/c holder's Signature should be the same as in bank A/c. In case of joint account both the holder must sign the mandate form)

----- (Please Tear Here) -----

Serial No. ....

**Alankit ASSIGNMENTS LIMITED**

**DEPOSITORY DIVISION**

ELECTRONIC CLEARING SERVICE (DEBIT CLEARING)MANDATE FORM

- 1. D.P. A/c. No.
- 2. Name :
- 3. Bank Name :
- a) Branch Name :
- b) 9-Digit MICR Code\* :
- c) Account Type      S.B.A/c.(Code 10)      Current A/c (Code 11)  
                                   Cash Credit (Code 13)
- D) Ledger No./Folio No. \_\_\_\_\_

Account No. \_\_\_\_\_  
\*Appearing on the MICR Cheque issued by the Bank (Please attach the Photocopy of a Cheque or a blank cancelled cheque Issued by your bank for verifying the accuracy of the Code Number)

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information. I would not hold the user institution responsible. I hereby agree to discharge the responsibility expected of me as a participant under the scheme.

Date : \_\_\_\_\_ Signature of the applicant(s)

**BANK CERTIFICATION (Not required if photocopy of the cheque is enclosed).**  
Certified that the particulars furnished above are correct as per our records.

Bank's Stamp :

Date : \_\_\_\_\_ Signature of the authorised bank official

**AUTHORISATION TO BANK FOR DEBITING THE ACCOUNT**

To,  
The Branch Manager

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,  
I/We \_\_\_\_\_ residing at

\_\_\_\_\_ maintain a \_\_\_\_\_ Account No. \_\_\_\_\_ with your branch.

I/We hereby authorised the Bank to debit all types of commission / fees ('Service Charges') payable by me / us and charged by Alankit Assignments Ltd. through the ECS (Debit Clearing) facility to my bank account with you. I/We undertake the sufficient balances shall be maintained by me/us, so that the right of the Bank to debit the Service Charges is not impaired. I/We hereby undertake not to revoke this authority without the written approval from the Bank.

SIGNED at \_\_\_\_\_ (Place), this \_\_\_\_\_ (day),  
of \_\_\_\_\_ (month), \_\_\_\_\_ (Year)

Signature \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

(A/c holder's Signature should be the same as in bank A/c. In case of joint account both the holder must sign the mandate form)



***Alankit* ASSIGNMENTS LIMITED**

Regd. Office : 205-208, Anarkali Complex, Jhandewalan Extension, New Delhi 110 055