

**Annexure 1- Format of Authorization letter:**

Dated

To,

Kotak Securities Ltd. Kotak Infinity

8th Floor. Bldg No.21

Infinity Park, Off Western Exp. Highway Malad (E),

Mumbai - 400097

**AUTHORISATION LETTER**

Dear Sir,

I/We, \_\_\_\_\_ residing at \_\_\_\_\_  
..... having trading account with you under client code no.  
..... do hereby authorise Mr. \_\_\_\_\_ who \*is/is not a  
PEP(Politically Exposed person) or Related to PEP, relation \_\_\_\_\_, residing  
at \_\_\_\_\_ having  
contact no \_\_\_\_\_ & Email Id \_\_\_\_\_ (whose  
specimen signature is as attested below) to act as my / our authorized representative to do  
following acts, deeds and things for and on my behalf:

1. To sell, purchase, endorse, negotiate and for otherwise deal in securities and/or sign and to execute all transfer deeds whether as transferor or transferee and such other instruments, application and documents as may be necessary for the purpose of acquiring or transferring the same, marking pledge/lien on such securities or otherwise deal, negotiate or trade in securities on my behalf including in Futures and options segment.

2. For the aforesaid purpose to sign contracts, agreements, transfers, acceptances, receipts, acquaintances or other instruments, documents and forms, to accept and carry out correspondence with such person(s) or authority/authorities or department(s) and to do all lawful acts required for effecting the same.

3. To accept and give valid discharges for acceptances and submission of contract notes, bills, ledger statements, transaction statements and all correspondence and communications including all trade related communications on my behalf.

I/we hereby confirm and declare that my/our relation with the Authorised representative as mentioned above is true and correct.

I / we hereby agree, ratify and confirm all acts, deeds and things of whatsoever nature done by my / our authorized representative by virtue of this authority.

Signature of the client alongwith Notary/Banker verifying the signature)

Name of Client:

Please affix photo of authorized signatory duly signed across

Accepted

I hereby confirm the authority vested upon me by \_\_\_\_\_ (name of the client) and agree to take all action in good faith of the client.

Specimen Signature of authorized signatory (Notary/Banker verifying the signature)

\*strike off whichever is not applicable.

- As a proof of identification & address of the aforementioned authorized representatives, I/we hereby enclose certified true copy of the following:
  - PAN card of the Authorized representative containing photo and signature (PANCARD ONLY)
  - Address Proof (Passport/Driving License/Voters ID card/Bank Statement)

**Annexure 2**

**Details of Authority Letter to be put on backside of AL by person collecting AL from the client**

Name of the Client:

Trading Code:

Employee Name (collecting this letter):

Employment Code & Division :

Employee's-Contact Details :

Employee Reporting To:

Date of Collection of this letter:

I hereby declare that this authority letter has been collected by me personally from the client

Date :

Place :

(Signature of the Employee)

**Annexure 3- Format of Board Resolution In case of corporate clients**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE  
BOARD OF THE DIRECTORS OF \_\_\_\_\_ Ltd. AND HAVING  
ITS REGISTERED OFFICE AT \_\_\_\_\_ HELD ON  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 20 AT \_\_\_\_\_ A.M./P.M.

RESOLVED THAT the company be registered as CLIENT with Kotak Securities Ltd. Member of the Stock Exchange, Mumbai, (BSE), National Stock Exchange of India Ltd\_(NSE) and Metropolitan Stock Exchange of India(MSEI), and to authorize the under noted authorized signatories, for the purpose of dealing in equities, derivatives , debentures , debt & other products and the said member be and is hereby authorized to honour instruction oral or written, given on behalf of the Company:-

Sr No.	Name	Designation
1		

2

who are/is authorized to sell, purchase, transfer endorse, negotiate and / or otherwise deal with / through deal through Kotak Securities Ltd. on behalf of the company.

RESOLVED FURTHER THAT Mr. \_\_\_\_\_ and / or Mr. \_\_\_\_\_, Directors of the company be and are hereby authorised to sign, execute and submit such applications, undertakings, agreements and other required documents, writings and deeds as may deemed necessary or expedient to give effect to this resolution.

RESOLVED FURTHER THAT rights of the person who were previously authorized for dealing through/with, will continue with the authority given to Mr. \_\_\_\_\_



**Annexure 4- List of close relatives who can be appointed as authorized representative by the client**

1. Father.
2. Mother (including step-mother)
3. Husband
4. Wife
5. Son (including step-son).
6. Son's wife.
7. Daughter (including step-daughter).
8. Daughter's husband.
9. Father's father.
10. Father's mother.
11. Mother's mother.
12. Mother's father.
13. Son's son.
14. Son's son's wife.
15. Son's daughter.
16. Son's daughter's husband.
17. Daughter's son.
18. Daughter's son's wife.
19. Daughter's daughter.
20. Daughter's daughter's husband.
21. Brother (including step-brother).
22. Brother's wife.
23. Sister (including step-sister).
24. Sister's husband
25. Wife's mother/father
26. Husband's mother/father
27. Father's brother
28. Father's sister
29. Mother's brother
30. Mother's sister
31. Wife's brother/sister
32. Husband's brother/sister
33. Brother's Son/Daughter
34. Sister's Son/Daughter
35. Wife's Sister's Son/Daughter
36. Wife's Brother's Son/Daughter
37. Mother's Brother's Son/Daughter
38. Mother's Sister's Son/Daughter
39. Father's Brother's Son/Daughter
40. Father's Sister's Son/Daughter.
41. Husband's Brother's Son/Daughter
42. Wife's Brother's Son/Daughter

Note: Spouse of the relatives mentioned from point no.27to 42 will also be covered under the policy.