

Know Your Client (KYC)



Trustline Securities Ltd.

Regd. Office : C-633, New Friends Colony, New Delhi-110025
 Corporate Office : Trustline Tower, B-3, Sector-3, Noida-201301
 Ph.: +91-120-4663333, 4663300 Fax : +91-120-4663388 • E-mail : helpdesk@trustline.in Visit us at : www.trustline.in

Application No. _____

Application Form (For Individuals Only)

Please fill in ENGLISH and in BLOCK LETTERS with black ink

"Please note that the KYC Application Form and overleaf instructions should be printed on the same page (back to back). If printed separately then both the pages should be attached and signed by the applicant."

A. Identity Details (please see guidelines overleaf)

1. Name of Applicant (As appearing in supporting identification document)

Name _____
Father's/Spouse Name _____

PHOTOGRAPH

Please affix the recent passport size photograph and sign across it

2. Gender Male Female **B. Marital status** Single Married **C. Date of Birth** dd / mm / yyyy

3. Nationality Indian Others (Please Specify) _____

4. Status (Please tick (✓)) Resident Individual Non Resident Foreign National (Passport Copy Mandatory for NRI & Foreign National)

5. PAN _____ Please enclose a duly attested copy of your PAN Card

Unique Identification Number (UID) / Aadhaar, if any: _____

6. Proof of Identity submitted for PAN exempt cases Please Tick (✓) UID (Aadhaar) Passport Voter ID Driving Licence
 Others _____ (Please see guideline overleaf - 'D')

B. Address Details (please see guidelines overleaf)

1. Address for Correspondence

City/Town/Village _____ Pin Code _____
 State _____ Country _____

2. Contact Details

Tel. (Off.) (ISD) (STD) _____ Tel. (Res.) (ISD) (STD) _____
 Mobile (ISD) (STD) _____ Fax (ISD) (STD) _____
 E-mail Id _____

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport Ration Card Registered Lease/Sale Agreement of Residence Driving License Voter Identity Card * Latest Bank A/c Statement/Passbook
 * Latest Telephone Bill (only Land Line) * Latest Electricity Bill * Latest Gas Bill Others (Please Specify) _____

* Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** dd / mm / yyyy

4. Permanent Address of Resident Applicant if different from above B-1 OR Overseas Address (Mandatory) for Non-Resident Applicant

City/Town/Village _____ Pin Code _____
 State _____ Country _____

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

Passport Ration Card Registered Lease/Sale Agreement of Residence Driving License Voter Identity Card * Latest Bank A/c Statement/Passbook
 * Latest Telephone Bill (only Land Line) * Latest Electricity Bill * Latest Gas Bill Others (Please Specify) _____

* Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** dd / mm / yyyy

C. Other Details (please see guidelines overleaf)

1. Gross Annual Income Details (Please tick (✓)) : Below 1 Lac 1-5 Lac 5-10 Lac 10-25 Lac >25 Lacs

OR

Net-worth in ₹. _____ as on (date) dd / mm / yyyy
 (*Net worth should not be older than 1 year)

2. Occupation Please tick (✓) any one and give brief details

Private Sector Service Public Sector Government Service Business Professional Agriculturist Retired
 Housewife Student Forex Dealer Others (Please specify) _____

3. Please tick, if applicable: Politically Exposed Person (PEP) Related to a Politically Exposed Person (PEP) For definition of PEP, please refer guideline overleaf

4. Any other information: _____

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my/our 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/we are aware that I/we may be held liable for it.
 Place: _____ Date: _____/_____/_____

SIGNATURE OF APPLICANT



FOR OFFICE USE ONLY

Name of the person doing IPV* & Interview _____ Designation _____

Date of IPV* dd / mm / yyyy Place of IPV* _____ Signature of the person doing IPV* _____

Name of the Organization Trustline Securities Limited SEBI Regn. No. IN-DP-CDSL-154-2001
 AMC/Intermediary name or code TRUSTLINE SECURITIES LIMITED (1200000936)

(Original Verified) Self Certified Document copies received
 (Attested) True copies of documents received Main Intermediary

CVL REF. No. _____

A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients.
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/PIOCard/OCIC 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 Persons (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. PAN card with photograph. This is a mandatory requirement for applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID card / Driving license.
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/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/Flat Maintenance bill/Insurance Copy.
2. Utility bills 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/ling tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIIs, Mfs, VCFs, FVCI for all, 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.

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Application No. _____

Application Form (For Non-Individuals Only)

Please fill in ENGLISH and in BLOCK LETTERS with black ink

"Please note that the KYC Application Form and overleaf instructions should be printed on the same page (back to back). If printed separately then both the pages should be attached and signed by the applicant."

A. Identity Details (please see guidelines overleaf)

1. Name of Applicant (Please write complete name as per Certificate of Incorporation/Registration; leaving one box blank between 2 words. Please do not abbreviate the Name)

2. Date of Incorporation dd / mm / yyy

Place of Incorporation _____

3. Registration No. (e.g. CIN) _____

Date of commencement of business dd / mm / yyy

- 4. Status** (Please tick (✓))
- | | | | | | | |
|--|------------------------------|--|--|---|--|--|
| <input type="checkbox"/> FI | <input type="checkbox"/> FII | <input type="checkbox"/> Private Ltd. Co. | <input type="checkbox"/> Public Ltd. Co. | <input type="checkbox"/> Body Corporate | <input type="checkbox"/> Partnership | <input type="checkbox"/> Trust/Charities/NGOs |
| <input type="checkbox"/> Defence Establishment | <input type="checkbox"/> HUF | <input type="checkbox"/> Body of Individuals | <input type="checkbox"/> AOP | <input type="checkbox"/> Bank | <input type="checkbox"/> Government Body | <input type="checkbox"/> Non-Government Organisation |
| | | <input type="checkbox"/> Society | | <input type="checkbox"/> LLP | <input type="checkbox"/> Others | (Please Specify) _____ |

5. Permanent Account Number (PAN) (MANDATORY) _____ Please enclose a duly attested copy of your PAN Card

PHOTOGRAPH

Please affix the recent passport size photograph and sign across it

B. Address Details (please see guidelines overleaf)

1. Address for Correspondence

City/Town/Village _____ Postal Code _____
 State _____ Country _____

2. Contact Details

Tel. (Off.) (ISD) (STD) Tel. (Res.) (ISD) (STD)
 Mobile (ISD) (STD) Fax (ISD) (STD)
 E-mail Id _____

3. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (✓) against the document attached.

- * Latest Telephone Bill (only Land Line) * Latest Electricity Bill * Latest Bank A/c Statement/Passbook Registered Lease/Sale Agreement of Residence
 Any other proof of address document (as listed overleaf) (Please Specify) _____

* Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** dd / mm / yyyy

4. Registered Address (If different form above)

City/Town/Village _____ Postal Code _____
 State _____ Country _____

5. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents & tick (3) against the document attached.

- * Latest Telephone Bill (only Land Line) * Latest Electricity Bill * Latest Bank Account Statement Registered Lease / Sale Agreement of Office Premises
 Any other proof of address document (as listed overleaf) (Please Specify) _____

* Not more than 3 Months old. **Validity/Expiry date of proof of address submitted** dd / mm / yyyy

C. Other Details (please see guidelines overleaf)

1. Gross Annual Income Details (Please tick (✓)) : Income range per annum : Below 1 Lac 1-5 Lac 5-10 Lac 10-25 Lac 25 Lacs-1 Core >1 Crore

2. Net-worth in ₹. _____ as on (date) dd / mm / yyyy

(* Net worth should not be older than 1 year)

3. Name, PAN, DIN/UID, residential address and photograph of Promoters/Partners/Karta/Trustees/whole time directors

(Please fill Annexure for the details)

4. Is the entity involved/providing any of the following services Yes No

- For Foreign Exchange / Money Changer Services Yes No - Gaming / Gambling / Lottery Services (e.g. casinos, betting syndicates) Yes No
 - Money Lending / Pawning Yes No

5. Any other information: _____

DECLARATION

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/we am/are aware that I/we may be held liable for it.

Place: _____ Date: _____ / _____ / _____

**NAME & SIGNATURE(S)
OF AUTHORISED
PERSON(S)**



FOR OFFICE USE ONLY

Name of the person doing IPV* & Interview _____ Designation _____

Date of IPV* dd / mm / yyyy Place of IPV* _____ Signature of the person doing IPV* _____

Name of the Organization TRUSTLINE SECURITIES LIMITED SEBI Regn. No. IN-DP-CDSL-154-2001

AMC/Intermediary name or code TRUSTLINE SECURITIES LIMITED (1200000936)

(Original Verified) Self Certified Document copies received

(Attested) True copies of documents received

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INSTRUCTIONS / CHECK LIST FORM FILLING KYC FORM

A. IMPORTANT POINTS:

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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/PIOCard/OCIC 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 Persons (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:

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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.

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(*Documents having an expiry date should be valid on the date of submission.)

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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/ling tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIst for all , 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 :

Type of Entity	Documentary Requirements
Corporate	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year). • 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). • Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. • Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. • Copies of the Memorandum and Articles of Association and certificate of incorporation. • Copy of the Board Resolution for investment in securities market. • Authorised signatories list with specimen signatures.
Partnership Firm	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year). • Certificate of registration (for registered partnership firms only). • Copy of partnership deed. • Authorised signatories list with specimen signatures. • Photograph, POI, POA, PAN of Partners.
Trust	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year). • Certificate of registration (for registered trust only). • Copy of Trust deed. • List of trustees certified by managing trustees/CA. • Photograph, POI, POA, PAN of Trustees.
HUF	<ul style="list-style-type: none"> • PAN of HUF. • Deed of declaration of HUF/ List of coparceners. • Bank pass-book/bank statement in the name of HUF • Photograph, POI, POA, PAN of Karta.
Unincorporated Association or a Body of Individuals	<ul style="list-style-type: none"> • Proof of Existence/Constitution document. • Resolution of the managing body & Power of Attorney granted to transact business on its behalf. • Authorized signatories list with specimen signatures.
Banks/Institutional Investors	<ul style="list-style-type: none"> • Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. • Authorized signatories list with specimen signatures.
Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> • Copy of SEBI registration certificate. • Authorized signatories list with specimen signatures.
Army/Government Bodies	<ul style="list-style-type: none"> • Self-certification on letterhead. • Authorized signatories list with specimen signatures.
Registered Society	<ul style="list-style-type: none"> • Copy of Registration Certificate under Societies Registration Act. • List of Managing Committee members. • Committee resolution for persons authorised to act as authorised signatories with specimen signatures. • True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

Details of Promoters/Partners/Karta/Trustees and whole time directors forming a part of Know Your Client (KYC) Application Form for Non-Individuals

Name of Applicant _____ PAN of the Applicant _____

1. Name _____
 PAN _____ DIN (For Directors) / UID (for Others) _____
 Residential /Registered Address _____

 City/Town/Village _____ Pin Code _____
 City _____ Country _____
 Relationship with Applicant (i.e. promoters, whole time directors etc.) _____
 Wether Politically Exposed PEP (Politically Exposed Person) RPEP (Related to Politically Exposed Person) No



2. Name _____
 PAN _____ DIN (For Directors) / UID (for Others) _____
 Residential /Registered Address _____

 City/Town/Village _____ Pin Code _____
 City _____ Country _____
 Relationship with Applicant (i.e. promoters, whole time directors etc.) _____
 Wether Politically Exposed PEP (Politically Exposed Person) RPEP (Related to Politically Exposed Person) No



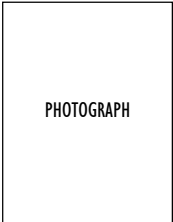
3. Name _____
 PAN _____ DIN (For Directors) / UID (for Others) _____
 Residential /Registered Address _____

 City/Town/Village _____ Pin Code _____
 City _____ Country _____
 Relationship with Applicant (i.e. promoters, whole time directors etc.) _____
 Wether Politically Exposed PEP (Politically Exposed Person) RPEP (Related to Politically Exposed Person) No



4. Name _____
 PAN _____ DIN (For Directors) / UID (for Others) _____
 Residential /Registered Address _____

 City/Town/Village _____ Pin Code _____
 City _____ Country _____
 Relationship with Applicant (i.e. promoters, whole time directors etc.) _____
 Wether Politically Exposed PEP (Politically Exposed Person) RPEP (Related to Politically Exposed Person) No



5. Name _____
 PAN _____ DIN (For Directors) / UID (for Others) _____
 Residential /Registered Address _____

 City/Town/Village _____ Pin Code _____
 City _____ Country _____
 Relationship with Applicant (i.e. promoters, whole time directors etc.) _____
 Wether Politically Exposed PEP (Politically Exposed Person) RPEP (Related to Politically Exposed Person) No



 _____
 Name & Signature of the Authorised Signatory(ies)

Date / /

PEP: Politically Exposed Person **RPEP:** Related to Politically Exposed Person



TRUSTLINE
INVESTMENT IDEAS. SIMPLIFIED.

DECLARATION BY HUF

(Please fill in for a HUF)

As our HUF firm wishes to open an account with you DP in the said name.....
we beg to say that the first signatory to this letter, ie.....is the Karta
of the Joint Family and other signatories are the audit co-parceners of the said family.

We further confirm that the business of the 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 the entire body to co-parceners of the joint family. We all undertake that claims due to the DP from the said family shall be recoverable personally from all or any of us and also for the entire family properties of which the first signatories is the Karta including the share of minor co-parceners.

In view of the fact that ours is not a firm governed by the Indian Partnership Act of 1952, we have not got our said firm registered under the said Act.

We hereby under take to inform the DP of the death or birth of a co-parcener of any change occurring at any time in the membership of our joint family during the currency of the account.

S. No.	Name	Date of Birth	Sex	Relation	Signature
1					
2					
3					
4					
5					

✦ SIGN of Karta