



Empanelment Form for Distributor

ARN: _____ Valid up to: _____ Pan: _____

❖ ☐ Individual

☐ Non – Individual

Name/ Company Name: _____

Contact Address: _____

Please affix
Recent
Passport size
Photograph
(Only for Individual)

City: _____ Pin Code: _____

Tel. No. (Res.): _____ Tel.No. (Office): _____

Mobile (1): _____ Mobile (2): _____

Email ID (1): _____

Website (if any) _____ Incorporation Date: _____

(In case of company)

Date of Birth: _____ Date of Anniversary: _____

Gender: Male ☐ Female ☐ Qualification: SSC / HSC ☐ Graduate ☐ Post Graduate ☐

Other: _____

❖ DETAILS TO BE FILLED BY NON- INDIVIDUAL DISTRIBUTOR

Contact Person's Name: _____ Mobile No: _____

Designation: _____ Email ID: _____

Contact Person's Date of Birth: _____ Date of Anniversary: _____

Organization type: HUF ☐ Partnership ☐ Pvt.ltd.co. ☐ PSU ☐ Broking Firm ☐ Pvt. Bank ☐

Others (Please specify) _____

❖ BUSINESS DETAILS

1. Nature of Business: Full Time ☐ Part Time ☐ 2. Place Of Operation: ☐ Office ☐ Residence

3. No. of Years of Experience: _____ 4.No. of Branches: _____

5. AUM in industry: _____

6. Expected Business in Current FY _____

7. If any ARN Holder in Family / Group (If Yes)

ARN No.: _____ Name: _____

ARN No.: _____ Name: _____

❖ BANK ACCOUNT DETAILS

Bank A/c No: _____ Account Type: _____

(Please attach a copy of the cheque)

Bank Name: _____ Branch: _____

Bank Address: _____

City: _____ Pin Code: _____

MICR No.: _____ IFSC Code: _____



NOMINATION DETAILS (In case of Individual Distributors only)

Name of the Nominee: _____ Relationship: _____
Date of Birth: _____
Contact Address: _____

City: _____ State: _____
Tel.No: _____ Mobile No: _____

Name of Guardian:

Signature of the Guardian
(In case the Nominee is Minor)

❖ **DECLARATION**

I / We hereby declare that the information furnished is true and correct to the best of my / our knowledge and belief. I / We undertake to abide by the terms and conditions stated overleaf and the changes in such terms and conditions that ASHVAMEGH VENTURE PVT. LTD (Apna Nivesh) may formulate from time to time in future relating to the empanelment of distributor. I / We am / are not an employee or a relative of a director / employee of the AMC / Sponsor / or any of its associates.

Signature/s

Applicant / Authorised signatory _____ Authorised Signatory _____ Authorised Signatory _____
Place: _____ Date: _____

Note: Non – Individual distributors are mandatorily required to affix their company stamp.

❖ **CHECKLIST**

For Individuals / Non – Individuals

- | | | |
|---|--|--|
| <input type="checkbox"/> ARN Copy | <input type="checkbox"/> Self Declaration from | <input type="checkbox"/> Board Resolution |
| <input type="checkbox"/> AMFI / NISM Certificate Copy | <input type="checkbox"/> KYD Copy | <input type="checkbox"/> Authorized Signatory List |
| <input type="checkbox"/> PAN Copy | <input type="checkbox"/> MOA / AOA | <input type="checkbox"/> Partnership Deed & Resolution |
| <input type="checkbox"/> Cancelled Cheque copy | | |

For Office use only

Date of Empanelment: _____
Name of the Relationship Manager: _____ Employee No.: _____
Channel IFA ☐ ND ☐ Bank ☐
City: _____ Branch: _____ Region: _____ Zone: _____

Signature of regional Manager/ Authorised Person



This document is an important part of your application. Please read and confirm the same

EMAIL I FAX INDEMNITY

I am aware that ASHVAMEGH VENTURE PVT. LTD. is a distributor for various financial products such as Mutual Funds, Fixed Deposits, IPOs/FPOs, NCDs/Bonds, Loan, Life Insurance, General Insurance And PMS etc... I have empanelled as Business Associate with ASHVAMEGH VENTURE PVT. LTD and for that purpose have agreed to abide by the terms & conditions and code of conducts in relation to these services.

Whereas, I agree and acknowledge that it would be convenient and in my interests if I could at any time and from time to time send instructions by means of:

- i. facsimile transmission (Instructions sent by such transmissions are hereinafter referred to as, "Fax Instructions"); and/or
- ii. electronic mail, i.e., sending of transmissions electronically between computers via the internet from my/our email address being" _____ ".

Instructions sent by such transmissions are hereinafter referred to as

"E-mail instructions" to ASHVAMEGH VENTURE PVT. LTD in relation to these services, transactions and other arrangements.

Now in consideration of Ashvamegh Venture Pvt. Ltd. at our request, accepting and/or acting on fax instructions and/or e-mail instructions purportedly received from me/us as aforesaid, and for other good and valuable consideration moving from ASHVAMEGH VENTURE PVT. LTD the receipt and sufficiency of which I hereby acknowledge, I HEREBY AGREE:

1. That I authorise Ashvamegh Venture Pvt. Ltd. and its officials / representatives to communicate with me on the said email id given in above;
2. I agree that in any change in email ids specified above shall be communicated by me to you in writing.
3. That ASHVAMEGH VENTURE PVT. LTD may act on any fax instructions and/or e-mail instructions received by Ashvamegh Venture Pvt. Ltd. and purportedly sent by me from time to time, and I voluntarily and with full knowledge take and assume any and all risks associated therewith;
4. that I shall address e-mail instructions to Ashvamegh Venture Pvt. Ltd. only through the above mentioned email address/es and not through any other email address;
5. That where fax instructions and/or e-mail instructions received by Ashvamegh Venture Pvt. Ltd. as above, ASHVAMEGH VENTURE PVT. LTD shall have no obligation to check or verify the authenticity or accuracy of such fax instructions and/ or e-mail instructions and may act thereon as if same had been duly sent or given by me;
6. that in sending an email and/or fax instruction or in acting on such fax instructions and/or e-mail instructions, ASHVAMEGH VENTURE PVT. LTD shall be deemed to have acted properly and to have fully performed all obligations owed to me, notwithstanding that such fax instructions and/or e-mail instructions received



by ASHVAMEGH VENTURE PVT. LTD and purportedly send by me may have been initiated, sent or otherwise communicated in error or fraudulently, and I shall be bound by any communication received by ASHVAMEGH VENTURE PVT. LTD and purportedly sent by me from time to time on which Ashvamegh Venture Pvt. Ltd. may act if Ashvamegh Venture Pvt. Ltd. has in good faith acted in the belief that such fax instructions and/or e-mail instructions were given by me;

7. that ASHVAMEGH VENTURE PVT. LTD may, in its absolute discretion, decline to act on or in accordance with the whole or any part of any fax instructions and/or e-mail instructions pending further enquiry to or further confirmation (whether written or otherwise) by me and AVPL Group shall in no event or circumstances be liable in any respect either for declining or not so declining;

8. that I hereby release Ashvamegh Venture Pvt. Ltd. from, and hereby indemnify and agree to indemnify and hold Ashvamegh Venture Pvt. Ltd. harmless against, all claims, losses, damages, costs and expenses howsoever arising in consequence of, or in any way related to, Ashvamegh Venture Pvt. Ltd. having acted in accordance with the whole or any part of any fax instructions and/ or email instructions purportedly received from me or having exercised the discretion conferred upon Ashvamegh Venture Pvt. Ltd. in Clause 4 above.

CODE OF CONDUCT FOR BUSINESS ASSOCIATE

All Business Associates and their employees/ associates shall abide by the Code of Conduct as under:

- **INTEGRITY:** Maintain high standards of integrity, promptitude and fairness in the conduct of all your business. Ensure to refer only such clients to AVPL who are known to honor financial commitments and against whom no action for any financial default is pending by any authority.
- **EXERCISE OF DUE SKILL AND CARE:** Act with due skill, care and diligence in the conduct of all your business.
- **MANIPULATION:** Not to indulge in manipulative, fraudulent or deceptive transactions or schemes or spread rumors with a view to distorting market equilibrium or making personal gains. Ensure that neither Business Associate nor its employees engage in any act of forgery with regard to the clients referred by Business Associate to AVPL.
- **BREACH OF TRUST:** Shall not disclose or discuss with any other person or make improper use of the details of investments and other information of a confidential nature of the client which Business Associate comes to know in his business relationship. Not to encourage sales or purchases of securities with the sole object of generating brokerage or commission. Not to furnish false or misleading quotations or give any other false or misleading advice or information to the clients with a view of inducing him to do business in particular securities and enabling himself to earn brokerage or commission thereby.
- **BUSINESS OF DEFAULTING CLIENTS:** Not to deal or transact business knowingly, directly or indirectly for a client who has failed to carry out his commitments in relation to securities with another stock-broker.
- **INVESTMENT ADVICE:** Not to make a recommendation to any client who might be expected to rely thereon to acquire, dispose of, retain any securities.
- **FRONT RUNNING:** Not to front run on clients orders to make undue gains and shall strictly comply with the mechanism put in place to prevent front running.



- **SYSTEM RELATED:** Business Associate shall not encourage clients to share their user ID and password with any other person or employee of AVPL. Utmost confidentiality should be maintained about a client's positions/pending orders/discussions on a scrip. Business Associates should not discuss about the same with his/her employees/colleagues or with any other clients.
- **RUMOR / UNAUTHENTICATED NEWS:** Business Associate shall not directly or indirectly and in any manner whatsoever circulate or cause to circulate rumors or unverified information obtained from client, industry, any trade or any other sources without verification. If a Business Associate fails to do so, he/she shall be deemed to have violated the various provisions contained in SEBI Act/Rules/Regulations etc. and shall be liable for actions.

TERMS & CONDITIONS

Ashvamegh Venture Pvt. Ltd. (AVPL) is offering you an opportunity to be its Business Associate. Below are the terms and conditions governing the said offer?

Definitions:

"Business Associate" shall mean a person/ entity whose enrollment form has been accepted by AVPL for introducing, as a Business Associate, potential clients for investment and/ or funding arrangement/ wealth management services and other products and services of ASHVAMEGH GROUP {which consists of Ashvamegh Venture Pvt. Ltd(AVPL)}

Unless otherwise disclosed in such further forms as prescribed, the particulars and information set forth herein above as well as the documents referred or provided herewith will be considered as true, correct, complete and up-to-date in all respects.

1. Enrollment as Business Associate:

The enrollment form should be complete in all respects

The present enrollment is valid only for Financial Products Distribution and is restricted to commission payable on allotments bearing the Business Associate's Code.

AVPL reserves the right to accept / reject Business Associate's request for enrollment as without having to assign any reason. Performance of the Business Associate will be reviewed periodically. Where the performance is not up to the expectations, AVPL reserves the right to cancel and deactivate the Business Associate without prior notice or assigning any reason there for.

AVPL reserves the right to cancel the business associate code any time without having to assign any reason.

2. Commission Payment:

- a. The Business Associate shall ensure that the Business Associate Code is stamped prominently in the box indicating Sub-broker / Sub-agent Codes on all Physical Application forms that are used by them for promoting business of various products, except Mutual Funds.
- b. In case of mutual funds, our ARN-142096 along with the respective business associate ARN in sub-broker ARN column and the EUIN's registered under their ARN should be properly stamped in the appropriate columns provided in the application form. The business associate code allotted by AVPL should be mentioned in the internal sub-broker code column only.
- c. The applications submitted without affixing appropriate broker code/distributor ARN or sub-broker code/Sub-broke ARN and EUIN number, as well as the applications submitted with overwriting of these codes will not be eligible for commission.



- d. In case of Public Issues (IPOs/FPOs/Bonds/NCDs), the commission structure will be communicated to the business associates through a separate circular for every issue. The commission would be paid to business associates on the amount allotted with application bearing their code. A statement giving details of the applications allotted under the respective business associate code and the commission due thereon will be made available along with every payment. The commission payment shall be made on receipt of the payment from the respective companies.
- e. In case of Fixed Deposits/Capital Gain Bonds, the commission structure applicable in various companies will be communicated every month through a separate circular/mail. The commission payment on Fixed Deposit/Capital Gain Bond mobilization will be released on a fortnightly basis. If the deposit/investment is cancelled/rejected/prematurely withdrawn, the commission paid on such deposits will be subject to claw back from future commission payments of the business associates. If the claw back amount is pending for more than 30 days then, the business associate is liable to pay back the same to AVPL by a Cheque/NEFT.
- f. For being eligible to mobilize mutual fund business (both ongoing as well as NFOs) and for payment of commission thereon, the business associate should register with AMFI and obtain ARN and EUIN number. The commission payment of mutual fund business to eligible business associates will be paid on a monthly basis based on the transaction confirmations received from the respective AMCs/registrars. If the investment is cancelled/rejected/redeemed before the applicable exit load period/claw back period, the commission paid on such transactions will be subject to claw back from the future commission payments of the business associate. If the claw back amount is pending for more than 30 days then, the business associate is liable to pay back the same to KSBL by a Cheque/NEFT.
- g. In case of any mismatch in data, the transaction feed or allotment data received from the respective companies/AMCs/registrars will be considered as final.
- h. The bank account of the business associate given in this enrolment form will be considered as their designated bank account for the purpose of commission payments and the same would be credited through ECS/NEFT/RTGS.
- i. As per the prevailing Tax laws, Service Tax & Other taxes and laves as applicable will be deducted while making the commission payment across all products.
- j, The rates of commission are subject to change from time to time & the Business Associate is bound by such changes.
- k. While AVPL shall make every effort to communication promptly the changes in commission rates applicable at any given point of time & AVPL is not responsible for any loss that may be incurred by the Business Associate in case of delay or failure on its part in communication the brokerage rates to the Business Associate.

3. Legal obligations :

The Business Associate shall comply with all guidelines, rules & regulations from AMFI, SEBI and other authorities including but not limited to anti money laundering and/or Know Your Client (KYC) guidelines issued and amended from time to time by SEBI and any other regulatory authorities in India;

Besides marketing the products AVPL, the Business Associate shall carry out other instructions & directions as may be issued from time to time issued by AVPL for the purpose of fully & effectively carrying out the terms of the agency. The Business Associate confirms that the Business Associate has the required legal capacity to execute these Terms and Conditions and is capable of performing his obligations and undertakings hereunder.



All disputes fall under the jurisdiction at registered office only.

4. Communication

The Business Associate agrees that delivery of intimations, information, circulars, etc through various channels, including but not limited to e-mail, sms, physical letters or such other mode as may be deemed appropriate by AVPL, shall be deemed to be valid communication to the Business Associate and the Business Associate shall have no objection to such modes of communication.

The Business Associate agrees that AVPL or its representatives/contractors may hold and process information pertaining to the Business Associate on computer or otherwise in connection with Web Banking service as well as for statistical analysis.

5. General

The Business Associate shall not represent AVPL to any third party, otherwise than as a Business Associate of AVPL & shall not use ASHVAMEGH VENTURE PVT. LTD. emblem, logo, name or trademarks except in the manner expressly authorized in writing by AVPL.

Business Associates shall at all time conduct themselves with propriety & decorum & in a manner, which is not prejudicial to the interest of AVPL.

AVPL has the absolute discretion to withdraw, alter, amends or supplements any of these terms and conditions at any time with or without prior notice. Changed terms and conditions shall be communicated to the Business Associate through the Internet or through any other medium as may be deemed fit by AVPL. By continuing to act as a Business Associate, the Business Associate shall be deemed to have accepted the changed terms and conditions.

The Business Associate also agrees that AVPL may disclose, in strict confidence, to other institutions, such Business

- Associate information as may be reasonably necessary for reasons inclusive of, but not limited to, the following: (a) for participation in any telecommunication or electronic clearing network;
- (b) In compliance with a legal directive
- (c) For credit rating by recognized credit scoring agencies; and/or
- (d) For fraud prevention purposes.

The Business Associate acknowledges that AVPL shall not be under any obligation to provide the Business Associate or to clients of the Business Associate with any tax, legal, accounting, investment advice or advice regarding the suitability or profitability of investment of any kind, nor do AVPL, give any advice or offer any opinion with respect to the nature, potential value or suitability of any particular transaction or investment strategy.

The Business Associate shall not hold, nor seek to hold, AVPL and/or any of its officers, directors, employees, agents, subsidiaries or affiliates, liable for any loss including but not limited to trading losses if any, incurred by the Business Associate or clients of Business Associate.

The applications procured by the business associate for various financial products should be completely filled-in in all respects and must be submitted at our branches only, within the cut-off time applicable to the respective products/ issues. AVPL is not responsible for any errors or omission in filling-up the applications or for any delay in submission of applications, leading to rejection of applications.

AVPL is not responsible for any errors, omissions or mistakes that may be committed by the third parties that may cause a loss of commission to the Business Associate. AVPL will not entertain any correspondence with the Business Associate on matters relating to such errors committed by the third parties.



The Business Associate shall indemnify AVPL against any loss, expenses, liability, charges that AVPL may have to incur as a result of any acts of commission or omission which do not confirm to the Terms & Conditions of the agency or any specified instructions or direction communicated from time to time.

DOCUMENTARY REQUIREMENTS

Types of entity	Documentary requirements	Tick the enclosed
Individual	1. Photograph	
	2. Self attested copy of PAN	
	3. Self attested Latest Address Proof (Any one of the following) (a) Passport Copy (b) Bank Statement (Not older than 2 months with Bank logo or bank stamp) (c) Utility Bills (Not older than 2 months -Electricity Bill/Landline Telephone Bill/Gas Bill) (d) Ration Card (1st and Last Page) (e) Aadhar Card (f) Voter ID (g) Driving License	
	4. Original Personalized Cancelled Cheque Leaf, if cheque is not personalized then self attested latest bank statement would be required	
	5. Valid ARN Card photo copy (if AMFI registered)	
	6. Know Your Distributor (KYD) confirmation copy (if AMFI registered)	
	7. Copy of Service Tax certificate (if registered)	