



Mercantile Exchange Nepal Limited  
Where the Nation Trades  
AN ISO 9001:2008 CERTIFIED EXCHANGE

## CLIENT

### I. Norms for Registration

#### **For Normal Products [Futures & Spot]**

- a) Clients can be
  - An individual aged 18 yrs or above [Individual a/c].
  - Two Individuals having joint bank account [Joint Client a/c].
  - Institution [corporate clients].
- b) A client is allowed to register himself as a Sub Broker/AE.

#### **For Product/s with Delivery Logic**

- a) For 10 gram Gold, 1000 grams Silver & 1 KG Silver
  - Clients can be an Individual or an Institution
  - For Gold, client needs to have their own operational account in any of MEX designated banks. For Silver, client needs to have their own operational account in Century Commercial Bank Ltd. [CCBL], compulsorily.
- b) For 20 KG Silver
  - Clients can be an Individual having PAN Card or an Institution
  - Client needs to have their own operational account in Century Commercial Bank Ltd. [CCBL], compulsorily. It shall be under the discretion of the bank to approve or reject the client for trading in this product.

### II. Procedure for Registration

If the above norms are fulfilled then the applicant is eligible for becoming a client and he/it shall follow any of the below mentioned procedures for registration:



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## **1. Online Client Registration (OCR) Procedure [Only For Individuals]**

Applicants residing anywhere can register under the concerned Broker by logging into its concerned Clearing Member's website i.e.

For Himalayan Commodity Brokers P. L.

[www.hcbnepal.com](http://www.hcbnepal.com)

Applicants can fill-up the form online and also upload all the supporting documents therein. After completing the process, the applicant needs to inform the concerned Broker over phone for further processing.

Digital copy of the form and supporting documents can be kept in record by respective Broker & Clearing Member. Moreover client can also keep a softcopy or print it for his record.

Brokers under whom the Client has been registered need not send the hard copy of the Client Registration Form and supporting documents to the concerned Clearing Members office.

## **2. Offline Client Registration Procedure**

Apart from OCR, an applicant can also fill up a "Client Registration Form" in hard copy [Available in Clearing Members website] for opening account of a new client. The procedure to be followed for Offline Client Registration is as follows:

- The Applicant shall fill up the CRF and submit to his/its Broker along with the supporting documents.
- The CRFs received by Broker should be verified for all the details, if any details missed out / incorrect need to be sent for correction.
- The CRF's details should be entered in the register maintained by Broker.
- The hard copy of CRFs need to be sent to the Clearing Member [CM] along with the supporting documents [*refer: Documents to be submitted by a client*]
- The CRF shall be send only under acknowledgement by Broker to CM.



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- When a CRF is received at CM, first it should be acknowledged and acknowledgement should be send to Broker. Then, it should be received only by the person in charge of Compliance in CM office and should make an entry on the CRF in hand with date and time of receipt at CM office.
- If there is any defect, draw backs or any details missing in the CRFs that shall be informed by CM Compliance department to the concerned Broker in order to fulfill the compliance regarding such CRFs.
- After the verification, if all the required compliances are done, then it should be approved by the CM and Client code shall be issued.

Note:

- ✓ In respect with the submission of original hard copy of CRFs [while using offline procedure] of client's residing out of valley, brokers shall be provided 2 weeks time [from the date of registration of that particular client] to submit the original hard copy of CRFs to their concerned Clearing Members.
- ✓ The hard copy of CRFs received shall be filed in safe custody by CM Compliance department in respective files, which are to be maintained under lock and key always.
- ✓ The CRF and its supporting documents are secret documents in respect of a client and it shall never be disclosed to anybody by either Broker or CM, unless there is written direction received from a court of law from a competent department of the Govt. of Nepal.