

From :

**VOLUNTARY**

Client Code :

BO ID :

To,

**Rikhav Securities Limited**

Dear Sir,

**Sub: Mandate to issue contract notes & other communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices, DP Holding Statement etc.) in digital format through an E-Mail.**

I / We hereby agree and consent to accept the contract notes & other correspondences for transactions carried on by us/me on BSE /NSE/FO/CD\_MCX/CD-NSE/NSEL and DP with you, in terms of the agreement entered into between us/me, in digital form. Digital contracts & other correspondences issued by you as per the terms and conditions specified herein shall be binding on me/us. The mandate is subject to terms and conditions mentioned herein below.

Terms and conditions for issuance of contract notes & other correspondences in digital form between us :-

1. Digital Contract Notes & other statements in the format as may be prescribed by the Exchange from time to time will be mailed to me/us on the E-mail address provided to you.

You can also send me/us my/our margin statement in digital format with contract notes.

2. I / we undertake to check the contract notes and bring the discrepancies to your notice.
3. In case of any failure in system or errors in digital contract notes, contract notes will be issued in physical form, which shall be binding on the client.
4. Discrepancies, if any, should be sent on E-mail : [compliant@rikhav.net](mailto:compliant@rikhav.net)
5. Clients can view the digital contract notes using the username & password through the web -site apart from the contract notes sent to the client through mail.
6. The Digital contract notes will be archived at an interval of 15 days. If the client intends to view the digital contract notes for a period prior to 15 days client may request for the same in writing.
7. The contract notes will be issued in digital form in compliance with the guidelines issued by SEBI / Exchanges from time to time.
8. It will be client's responsibility to regularly check the mailbox and keeping the storage space for new email messages.
9. Any changes in the terms and conditions shall be intimated from time to time.
10. Digital Contract Notes will also be available at our Web-site [www.rikhav.net](http://www.rikhav.net)
11. Any change in the E-mail ID shall be communicated by us / me through a physical letter.
12. In case of Bounce mail or error in sending mail the responsibility of sending the physical Contract Note is of Member.

**Other Communications (such as Daily Margin Statement, Statement of Funds & Securities, Account Confirmations, bills, Notices, DP Holding Statement etc.)**

You can send me various documents like Daily margin statement, Statement of funds & securities, Account confirmations, bills, notices, DP Holding Statement etc. through an E-mail ID mentioned in this letter.

This instruction to issue digital contract notes & other communications are applicable with immediate effect. This instruction is several to all parties mentioned above.

My/Our E-mail ID \_\_\_\_\_

Signature ✍: \_\_\_\_\_

My/Our Alternative E-mail ID \_\_\_\_\_