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## **Bharat Bhushan Equity Traders Limited**

503, ROHIT HOUSE, 3, TOLSTOY MARG, NEW DELHI-110 001

TEL. : 011-49800907, 41505504, FAX : 49800933

Website : [www.bbinvestments.in](http://www.bbinvestments.in)

E-mail : [dp@bharatbhushan.com](mailto:dp@bharatbhushan.com)

### **Depository Account Opening Form**

For :  NON-INDIVIDUAL

FI

FII

**Annexure JB**  
**INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM**

**A. IMPORTANT POINTS:**

1. Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal in securities on behalf of company/firm/others.
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/PIO Card/OCI Card and 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. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
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/filing tax returns in India.
4. In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, 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.

# BHARAT BHUSHAN EQUITY TRADERS LIMITED

503, Rohit House, 3, Tolstoy Marg, New Delhi-110001  
Ph.: +91-11-49800900, Fax : +91-11-49800933



## Know Your Customer (KYC) Application Form | Non-Individual

Please fill this form in ENGLISH and in BLOCK LETTERS

### A. IDENTITY DETAILS

1.	Name of the Applicant												
2.	Date of incorporation	D	D	M	M	Y	Y	Y	Y	Place of incorporation			
3.	Date of commencement of Business	D	D	M	M	Y	Y	Y	Y				
4.	a) PAN									b) Registration No. (e.g. CIN)			
5.	Status (Please tick any one) :												
	<input type="checkbox"/> Private Limited Co.	<input type="checkbox"/> Bank	<input type="checkbox"/> Partnership										
	<input type="checkbox"/> Public Limited Co.	<input type="checkbox"/> Government Body	<input type="checkbox"/> FI										
	<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Non Government Organization	<input type="checkbox"/> FII										
	<input type="checkbox"/> Trust	<input type="checkbox"/> Defense Establishment	<input type="checkbox"/> HUF										
	<input type="checkbox"/> Charities	<input type="checkbox"/> Society	<input type="checkbox"/> AOP										
	<input type="checkbox"/> NGO's	<input type="checkbox"/> LLP	<input type="checkbox"/> BOI										
	<input type="checkbox"/> Others (please specify) _____												

### B. ADDRESS DETAILS

1.	Correspondence Address														
		City/Town/Village*							PIN/Post Code*						
		State/U.T. Code*							ISO 3166* Country Code						
2.	Specify the proof of address submitted for correspondence address														
3.	Contact Details	Tel. (Off.)							Tel. (Res.)						
		Fax No.							Mobile No.						
		Email ID													
4.	Registered Address (If different from above)														
		City/Town/Village*							PIN/Post Code*						
		State/U.T. Code*							ISO 3166* Country Code						
5.	Specify the proof of address submitted for registered address														

### C. OTHER DETAILS

#### 1. Gross Annual Income Details (please specify): Income Range per annum

Below ₹ 1 Lac    ₹ 1-5 Lac    ₹ 5-10 Lac    ₹ 10-25 Lacs    ₹ 25 Lacs - 1 Crore    Above ₹ 1 Crore

#### 2. Networth

Amount (Rs.) \_\_\_\_\_ As on (date)  

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

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

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Name &amp; Signature of the Authorised Signatory(ies)

**10. ATTESTATION / FOR OFFICE USE ONLY**Document Received  Certified Copies**KYC & IN-PERSON VERIFICATION CARRIED OUT BY**

Emp. Name / Code	
Emp. Designation	
Emp. Branch	
Emp. Signature	
Date	

**INSTITUTION DETAILS**Name : **BHARAT BHUSHAN EQUITY TRADERS LIMITED**Code : **IN 0077**NDML MI ID : **P1158**CVL POS Code : **1800000110**

**Details of Promoters / Partners / Karta / Trustees and Whole Time Directors forming a part of  
Know Your Client (KYC) Application Form for Non-Individuals**

S. No.	Name	Relationship with Applicant (i.e. promoters, whole time directors etc.)	PAN	Residential / Registered Address	DIN of whole time directors /Aadhaar number of Promoters/ Partners/Karta	Photograph to be signed across with Rubber Stamp



\_\_\_\_\_  
Name & Signature of the Authorised Signatory (ies)

Date :

*60* years  
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## Bharat Bhushan Equity Traders Limited

Depository Participant NSDL DP ID - IN301209  
503, Rohit House, 3, Tolstoy Marg, New Delhi-110 001  
Tel. : 49800907, 41505504, Fax : 49800933

**Annexure – K**  
**PART II – ACCOUNT OPENING FORM**  
**(FOR NON-INDIVIDUALS)**

We request you to open a depository account in our name as per the following details: <i>(Please fill all the details in CAPITAL LETTERS only)</i>										Cilent-ID									
										Date		D	D	M	M	Y	Y	Y	Y
<b>A) Type of account</b>																			
<input type="checkbox"/> Body Corporate			<input type="checkbox"/> FI			<input type="checkbox"/> FII													
<input type="checkbox"/> Qualified Foreign Investor			<input type="checkbox"/> Mutual Fund			<input type="checkbox"/> Trust													
<input type="checkbox"/> Bank			<input type="checkbox"/> CM			<input type="checkbox"/> Other (Please specify) _____													
<b>B) Details of Account holder(s):</b>																			
Name						PAN													
Sole/First Holder																			
Second Holder																			
Third Holder																			
<b>C) For HUF, Partnership Firm, Unregistered Trust, Association of Persons (AOP) etc., although the account is opened in the name of the karta, partner(s), trustee(es) etc., the name &amp; PAN of the HUF, Partnership Firm, Unregistered Trust, Association of Persons (AOP) etc., should be mentioned below:</b>																			
a) Name						b) PAN													
<b>D) Income Details (please specify) Income Range per annum</b>																			
<input type="checkbox"/> Below ₹ 20 Lac			<input type="checkbox"/> ₹ 20 – 50 Lac			<input type="checkbox"/> ₹ 50 Lac – 1 crore			<input type="checkbox"/> Above ₹ 1 crore										
Networth Amount (₹) _____						As on (date) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table> (Networth should not be older than 1 year)						D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
<b>E) Standing Instructions</b>																			
1		We authorise you to receive credits automatically into our account.						<input type="checkbox"/> Yes		<input type="checkbox"/> No									
2		Account to be operated through Power of Attorney (PoA)						<input type="checkbox"/> Yes		<input type="checkbox"/> No									
3		<b>SMS Alert facility</b>																	
		Sr. No.		Holder				Yes		No									
		1		Sole/First Holder				<input type="checkbox"/>		<input type="checkbox"/>									
		2		Second Holder				<input type="checkbox"/>		<input type="checkbox"/>									
		3		Third Holder				<input type="checkbox"/>		<input type="checkbox"/>									
4		Mode of receiving Statement of Account [Tick any one]				<input type="checkbox"/> Physical Form		<input type="checkbox"/> Electronic Form [Read Note 3 and ensure that email ID is provided in KYC Application Form].											
<b>F) Bank details</b>																			
1		Bank account type <input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> O/D Account <input type="checkbox"/> Others (Please specify) _____																	
2		Bank Account Number																	
3		Bank Name																	
4		Branch Address																	
		City/town/village				PIN Code													
		State				Country													
5		MICR Code																	
6		IFSC																	

G)	<b>In case of FIIs/Others (as may be applicable)</b>												
	RBI Approval Reference Number												
	RBI Approval date					D	D	M	M	Y	Y	Y	Y
	SEBI Registration Number (for FIIs)												
H)	Please tick, if applicable, for any of your authorized signatories/Promoters/Partners/Karta/Trustees/whole time directors:					<input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)							
I)	<b>Clearing Member Details (to be filled up by Clearing Members only)</b>												
	1	Name of Stock Exchange											
	2	Name of Clearing Corporation/ Clearing House											
	3	Clearing Member ID											
	4	SEBI Registration Number											
	5	Trade Name											
	6	CM-BP-ID (to be filled up by Participant)											

<b>Mode of Operation for Sole/First Holder</b> (In case of joint holdings, all the holders must sign)	
<input type="checkbox"/> Any one singly	
<input type="checkbox"/> Jointly by	
<input type="checkbox"/> As per resolution	
<input type="checkbox"/> Others (please specify)	



## Declaration

The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by us and we have understood the same and we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and 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, we are aware that we may be held liable for it. I/we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant" in  Physical Form  Electronic Form

### Authorised Signatories (Enclose a Board Resolution for Authorised Signatories)

Sole/First Holder	Name	Signature(s)
First Signatory		
Second Signatory		
Third Signatory		
<b>Other Holders</b>		
Second Holder		
Third Holder		

**Notes:**

1. In case of additional signatures, separate annexures should be attached to the application form.
2. Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate.
3. For receiving Statement of Account in electronic form:
  - I. Client must ensure the confidentiality of the password of the email account.
  - II. Client must promptly inform the Participant if the email address has changed.
  - III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice.
4. Strike off whichever is not applicable.

=====

**Acknowledgement**



**Bharat Bhushan Equity Traders Limited**

503, Rohit House, 3, Tolstoy Marg, New Delhi-110 001

**DP ID - IN301209**

Received the application from M/s \_\_\_\_\_ as the sole/first holder alongwith \_\_\_\_\_ and \_\_\_\_\_ as the second and third holders respectively for opening of a depository account. Please quote the DP ID & Client ID allotted to you (CM-BP-ID in case of Clearing Members) in all your future correspondence.

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Participant Stamp & Signature**

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# Bharat Bhushan Equity Traders Limited

## Declaration Form of Ultimate Beneficial Ownership [UBO]/ Controlling Persons

### I. Investor Details:

Name of the Client	
--------------------	--

### II. Category:

<input type="checkbox"/> Our company is a Listed Company listed / Subsidiary or Controlled by a Listed Company [If this category is selected, no need to provide UBO details]		
<input type="checkbox"/> Unlisted Company	<input type="checkbox"/> Partnership Firm / LLP	<input type="checkbox"/> Unincorporated Association / Body of Individuals
<input type="checkbox"/> Public Charitable Trust	<input type="checkbox"/> Private Trust	<input type="checkbox"/> Religious Trust
<input type="checkbox"/> Trust created by a Will	<input type="checkbox"/> Others [please specify] _____	

### UBO / Controlling Person(s) details

S. No.	Name of UBO	Country of Tax Residency	Taxpayer Identification Number / PAN / Equivalent ID Number	% of beneficial interest	Address & Contact details (include city, Pin code, State, Country)	Gender (Male/ Female)	PEP	Nationality	Occupation [Service/ Business/ Others]

Note: If the given rows are not sufficient, required information in the given format can be enclosed as additional sheet(s) duly signed by Authorized Signatory.

### Declaration

We acknowledge and confirm that the information provided above is true and correct to the best of our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, we are aware that we may liable for it. We hereby authorize Bharat Bhushan Equity Traders Ltd to disclose, share, rely, remit in any form, mode or manner, all / any of the information provided by us, including all changes, updates to such information as and when provided by us to any of the relevant Authorities or any Indian or foreign governmental or statutory or judicial authorities / agencies without any obligation of advising us of the same. We also undertake to keep you informed in writing about any changes / modification to the above information in future and also undertake to provide any other additional information as may be required at your end.

Signature

Date:

Place:

### INSTRUCTIONS ON CONTROLLING PERSONS / ULTIMATE BENEFICIAL OWNER

As per SEBI circular No. CIR/MIRSD/2/2013 dated January 24, 2013, non-individuals and trusts are required to provide details of controlling persons [CP] / ultimate beneficiary owner [UBO] and submit appropriate proof of identity of such CPs/ UBOS. The beneficial owner has been defined in the circular as the natural person or persons, who ultimately own, control or influence a client and/or persons on whose behalf a transaction is being conducted, and includes a person who exercises ultimate effective control over a legal person or arrangement.

#### A. For Investors other than individuals or trusts:

- The identity of the natural person, who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest. Controlling ownership interest means ownership of/entitlement to:
  - more than 25% of shares or capital or profits of the juridical person, where the juridical person is a company;
  - more than 15% of the capital or profits of the juridical person, where the juridical person is a partnership;
  - more than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.
- In cases where there exists doubt under clause (i) above as to whether the person with the controlling ownership interest is the beneficial owner or where no natural person exerts control through ownership interests, the identity of the natural person exercising control over the juridical person through other means like through voting rights, agreement, arrangements or in any other manner.
- Where no natural person is identified under clauses (i) or (ii) above, the identity of the relevant natural person who holds the position of senior managing official.

#### B. For Investors which is a trust:

The identity of the settler of the trust, the trustee, the protector, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

#### C. Exemption in case of listed companies / foreign investors

The client or the owner of the controlling interest is a company listed on a stock exchange, or is a majority-owned subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies. In intermediaries dealing with foreign investors' viz., Foreign Institutional Investors, Sub Accounts and Qualified Foreign Investors, may be guided by the clarifications issued vide SEBI circular CIR/MIRSD/11/2012 dated September 5, 2012, for the purpose of identification of beneficial ownership of the client.

## FEMA / FATCA-CRS DECLARATION

To,  
**Bharat Bhushan Equity Traders Ltd.**  
503, Rohit House, 3 Tolstoy Marg,  
New Delhi-110001

### FEMA / FATCA-CRS Declaration

1. Are you a Tax Resident any country other than India  Yes  No
2. If Yes, please specify the details of all countries where you hold tax residency and its Tax Identification Number & Type

Sr. No.	Country of Tax Residency	Tax Payer Identification No.	Identification Type (TIN or other, please specify)
1.			
2.			
3.			

#### **Declaration :**

I acknowledge and confirm that the information provided above is true and correct to the best of my/our knowledge and belief. In case any of the above specified information is found to be false or untrue or misleading or misrepresenting, I am aware that I may liable for it. I also declare that I have complied & will continue to comply with FEMA regulations.

Yours faithfully,



\_\_\_\_\_  
(Signature)

Name :

Client ID / Trading Code :

Place :

Date :

## DEED OF DECLARATION OF HUF

I, \_\_\_\_\_ son of \_\_\_\_\_

Residing at \_\_\_\_\_

aged about \_\_\_\_\_ years do hereby declare -

1. That I am Karta of \_\_\_\_\_

Formed on \_\_\_\_\_

2. That the HUF at present is consisting of the followings members -

Sr. No.	Name of Coparcener / Member	Date of Birth (Dd/MM/YY)	Gender	Relation with Karta	Coparcener/ Member (Pl. Specify)	Signature (in case of minor to be signed by Guardian)
1.						
2.						
3.						
4.						
5.						

3. That the above statements are true to the best of my knowledge & belief.



\_\_\_\_\_  
(Signature of KARTA of HUF)

S.No.	DETAIL OF SERVICES	CHARGES
1.	ACCOUNT OPENING	NIL
2.	ACCOUNT CLOSING	NIL
3.	ANNUAL MAINTENANCE	Rs.1000/- p.a.
4.	Sell (Mkt/Off-Mkt)	0.3% (Min. Rs. 15/-) Rs. 14/- for SPEED-E
5.	Purchase (Mkt/Off-Mkt)	NIL
6.	Demat	Rs. 3/- Per Certificate
7.	Remat	0.3% (Min. Rs. 12/- per 100 Shares or Rs. 12/- per Cert. whichever is higher)
8.	Pledge (Creation/Closure/Invocation)	0.02% (Min Rs. 50/-)
9.	CUSTODY	NIL
10.	IDEAS	Rs. 10/- p.m.
11.	SPEED-E	Rs. 120/- p.a.
12.	KRA Upload / Download Charges (w.e.f. 01-04-2012)	Rs. 100/- per PAN

**OTHERS**

a) Demat / Remat - Courier Charges	Rs. 40/-
b) Demat / Remat Rejection - Courier Charges	Rs. 40/-
c) Additional Delivery Instruction Book	Rs. 25/-
d) Lost / Misplaced Delivery Instruction Book	Rs. 50/-
e) Late Submission of Instructions on Pay-in-day	Rs. 10/- per instruction
f) Failed Instructions	Rs. 10/- per instruction
g) Modifications in Demat A/c	NIL
h) Ad-hoc statements	Rs. 100/-
i) Document handling charges (per dispatch)	Rs. 25/-

- Note :** ● Charges quoted above are for the services listed and are exclusive of GST, Regulatory Charges and NSDL Charges.  
● Any service not quoted above will be charged separately.  
● Management reserves the right to Freeze/Suspend/Revise Charges of the account as per NSDL rules.

\_\_\_\_\_  
Signature (Sole/First Holder)

\_\_\_\_\_  
Signature (Second Holder)

\_\_\_\_\_  
Signature (Third Holder)

*60* years  
with you

**BHARAT  
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## **Regd. Office**

Regd. Office : 503, Rohit House, 3 Tolstoy Marg, New Delhi-110001  
Ph. : +91-11-49800900, Fax : +91-11-49800933  
E-mail: dp@bharatbhushan.com • Website : www.bbinvestments.in

## **Branches**

### **CONNAUGHT PLACE**

304/404, Rohit House 3 Tolstoy Marg,  
New Delhi-110001  
Ph.: +91-11-49800900

H- 45, Connaught Place, New Delhi- 110001  
Ph.: +91-11-41513308, 41503585  
E-mail: corporate@bharatbhushan.com

### **NOIDA**

Krishna Apra Plaza, Plot No. P3, Sector 18,  
Commercial Market, Noida, Uttar Pradesh.  
Ph.: +91-120-4358612-13  
Email: noida@bharatbhushan.com

### **VASANT KUNJ**

19, Vasant Arcade, Vasant Kunj,  
New Delhi 110070  
Ph.: +91-11-26894527, 26894602  
E-mail: vk@bharatbhushan.com

### **GURGAON**

265, Central Arcade, Phase-II,  
DLF City, Gurgaon, Haryana  
Ph.: +91-124-4101706-07  
Email: gurgaon@bharatbhushan.com

### **JAIPUR**

412, City Mall, C-21B, Bhagwan Das Road,  
Panchbati, Jaipur-302001  
Ph.: +91-141-4049938-39  
Email: jaipur@bharatbhushan.com