

Procedure shall be followed by KYC department while accepting new KYCs

1. All the documents like Id Proof residence proof will be collected and verified by Branches and send to Head office KYC Department. Branches are verified PAN with the CDSL Pan Site and affix the Rubber stamp as required.
2. Having verified the proof with original documents same will be returned to clients, the Branches are must to provide the names and signature of the introducer at the required places.
3. In case of trading account Bank details and DP details needs to be obtained. Most of the cases New DP and Trading Accounts are opened at our end.
4. All the clients shall be required to visit branches / DP dept. or our employee are visits to client place in person. In case of outstation clients IPV is being conducted on internet via Skype. The PAN details of the clients shall be verified with NSDL Tin Site / Income tax site & then account will be opened as per the name appearing on the PAN card as per the income department.
5. The office in-charge will carry out due diligence i.e. their whereabouts, experience in capital market and shall make the client aware of risk factor in dealing in capital market.

We are regularly updating our back office software with debarred Entities by SEBI.

We are also verifying the Client who seeks to open Account with United Nations list which need as per PMLA guidelines.

6. On collection of requisite documents and carrying out in person verification and filled up details in appropriate format and account is opened and copy of the complete KYC to be handed over / Delivered to the Client address after opening the Account and acknowledgement is obtained / dispatch registers are maintained and preserved for our record
7. This will be applicable for all segments including DP.
8. The concerned officer who is carrying out in person verification is put his signature and filled up details in appropriate format on KYC form.
9. From Head office Call verification again has been make and enquires certain details and after confirmation of details only, KYC are processed to open the Accounts.

10. After opening of Account we are dispatching the Welcome Kit which contains the client account opening pages, POA Copy, Tariff card copy and other documents like Client Opening Master along with DIS to the clients.

11. After successful Opening UCC are uploaded to the respective segment of the exchange/s.

12. After successful UCC Uploaded to the exchange, Next day clients are mapped on the Trading System.

Delay in cases where client has not submitted required proof of address or proof of identity or other documents in case NRI / HUF / Partnership Firm / corporate Accounts, until full documents are not received we are not opening KYC.