

CUSTOMER ACCEPTANCE POLICY

It is essential to make reasonable efforts to determine the true identity of the clients and ACFSL shall put in place effective procedures to obtain requisite details for proper identification of new clients.

KYC PROCEDURE:-

- ❖ All KYC documentation and procedures prescribed by the Exchanges and SEBI shall be followed at the time of account opening.
- ❖ Clearly establish the identity of the client, verification of the addresses and other details.
- ❖ All details in the form shall be filled in by the clients without fail
- ❖ Verify the genuineness of the PAN provided by the client by comparing with the original PAN and checking with Income-Tax website before uploading UCC details.
- ❖ Documents shall be accepted as per the checklists given from time to time
- ❖ Verify whether the client is a politically exposed person or is a relative of a politically exposed person.
- ❖ Photocopies submitted by the clients shall be compulsorily verified with original
- ❖ Client account shall not be opened in case the client fails to submit any required documents
- ❖ In-person verification of the client has to be done by the employees, Sub-Brokers or Authorized persons of RSBPL
- ❖ Obtain sufficient information in order to identify persons who beneficially own or control the trading & demat account
- ❖ No compromise on submission of mandatory information – Accounts should not be opened where the client Refuses to provide information/documents
- ❖ No account is opened in a fictitious/ benami name or on an anonymous basis

The Clients / Intermediaries should generally be aware about the following :

- Clients, are instructed to submit financial proofs as required by the SEBI/Exchanges
- No cash dealings will be undertaken.
- No dealings will be permitted through un-registered intermediaries.
- No business will be transacted with any of the suspended or expelled or defaulting Trading Members.
- No business will be undertaken with or for the trading members who are prohibited to transact, including suspended/expelled/ defaulter trading members, defaulting constituents and employees of other trading members.
- No off market deals will be executed.
- Trades executed for a constituent will not be subsequently transferred to another constituent or for own purposes unless and otherwise permitted by the Exchange in genuine cases in Error Code.
- No third party receipt or payment of funds and / or securities shall be permitted.

Any change in the risk profile of the client, has to be ascertained by the concerned officials/Authorized persons, and must report to the Head office immediately. High degree of due diligence shall be applied in respect of clients of special category.

The Principal Officer/Compliance Team may give instructions on risk parameters from time to time.

List of Designated Individuals/Entities

Before client opens an account, ACFSL will verify the name & PAN of clients with names in any of the following lists:

1. An updated list of individuals & entities as approved by the Security Council Committee pursuant to various UN Security Council Resolutions at the time of account opening and also scans the said data base on continuous basis for all registered clients.
2. Clients Debarred by Regulatory authorities like SEBI, Exchanges, Depositories etc.
3. Regulatory authority has taken/ proposed actions under IPC or taken penal proceedings against any proposed client
4. Such other list that may be specified by the Regulators / Compliance Department from time to time like person having known criminal background is not banned in any other manner, whether in terms of criminal or civil proceedings by any enforcement agency worldwide, web-sites like watch out investors, Search engines like Yahoo, Google, etc.