



## KYC ACCOUNT OPENING PROCESS

### Form Collection:

The Sales team at our branches approaches the client and gets his PAN number. His PAN is checked for KRA registration by calling the KYC department at H.O. If client KYC data has changed after KRA registration then modification form is taken. For new clients their signatures are taken in KRA form and CKYC form. In-person verification of client is also done.

KYC kits are then sent across to our Delhi head office –KYC department.

### In – Person Verification process:

Our own representative or employee visits the client place In – Person and do the all the Due Diligence. All the documents are verified with the originals and Verified with Originals stamp is affixed on the copies of the documents received from client for account opening.

Further, the concerned employee who is carrying out In - Person Verification (IPV) has to put his signature at appropriate format in KRA and KYC form.

### PROCESSING OF THE KYC KITS AT HEAD OFFICE:

We are having centralized KYC processing Centre at HO and all the account opening KYC kits are been received here at centralized desk.

The KYC kits are checked and discrepancies are pointed out to branches if any. In case of signature missing the entire form is sent back to the branch \A.P

Client is checked to know if he is debarred by SEBI or in any blacklistlike UN , PEP etc. A pdf of the client Risk profile to be generated and stored offline.



In case of Clients of Special Category (CSC) like partnership firms, trusts, corporates etc we should find out who is the controlling person through share holding pattern, partnership share etc.

The clients are categorized into High/Medium / Low depending on their category and income range.

Refer to Internal control Policy for more checks.

After, the above process the KYC kits are been handed over to Call Desk, where the basic details of the client are verified i.e. Client Name / DOB / Address / Bank Details / Email Id / Mobile Number.

Then the Unique Client Code (UCC) is generated as per the branch allocation in the system.

After, this client pan card is checked with the NSDL Tin Site / Income Tax web site and affix the Rubber stamp as required.

Then the pan card details are checked with KRA agencies and if the any client registered with KRA, then their details are fetched from the respective KRA agency and details are matched with the details received from the clients. If the details are the same, then same details are been updated in the back office for further procedure and the punched data is verified by the separate team (Maker and Checker system is been followed). When all data is been thoroughly checked by the Checker team, then only the batch generation takes place and file is been uploaded to CDAS.

After batch generation response file is been imported in our DP back office system.

Now the data is been exported to Trading back office system for the account opening of the client. After opening the accounts UCC is uploaded to the respective segment of the exchange/s. When UCC is uploaded successfully to the exchange, the clients are mapped on the Trading System.

## **KRA & CKYC PROCEDURE:**

As per KRA policy, we check the filled combined form of the KRA / KYC Form of respective clients as per their category (Individual & Non – Individual) and get it signed by the client separately. We collect the copies of PAN Card and Address proof duly self-authenticated by the client for individual clients and for non – individual documents are collected as per KRA check list.



We ensure that all the data is been uploaded to the respective KRA agencies as per the stipulated time frame of the KRA regulations. After uploading the data we make sure that all the data is available on the site of the KRA agencies accurately. If there is any discrepancies then same is been addressed spontaneously. Further, if any changes are there in the client's details then same is modified in the respective KRA agency.

#### **CKYC:**

The same process is followed for CKYC registration also.

#### **COMMUNICATION TO THE CLIENT:**

After the above procedure, Welcome Mail/Letter sent along with other documents / to the client's Correspondence Address / Registered Mobile Number and Email Id respectively.

Mandatory documents like RDD, Policies and Procedures, are placed in our webpage for client reference and perusal

#### **Client Modifications:**

The client has to submit a modified BO modification form as specified by CDSL, enter his BO id or Trade account number and enter the modification request details. He has to attest the copy of his documentary proof of the data he wishes to change.

#### **PROCESS TO ENSURE TO MAINTAIN KYC RECORDS:**

The completed kits are given to our out sourced vendor for storage.

The Vendor stores the kits in safe boxes with international standards with bar code marking and then kits are scanned as per our requirements. After this the digital scanned images are



been uploaded to our server. All these records are maintained as per the requirements of the SEBI PMLA circulars at their record center.

Closure of account:

The client has to fill up a closure form as specified by CDSL. The same form is used to close trading account also. Debits if any needs to be collected before closure. Once the closure form is received duly signed by client, client sign is verified in our DP database or with his Pancard And we close his account. We can also close client account by giving him 1 month notice to his registered email id. The client UCC is also closed in all the exchanges where he is registered.