Guidelines to fill the Client Registration Form and accept and attach documents with the forms as required by SEBI Regulation

CLIENT REGISTRATRION APPLICATION FORM (TRADING/DEMAT)

Receipt of the form at Branch/HO

The account opening form shall be received from clients at various branches and it must be fully checked at Branch Level, before sending it to backoffice to avoid delay. If there is any discrepancy then the forms shall not be accepted by backoffice. Hence, to avoid any inconvenience the form should be checked in front of client and if any discrepancy is there, must be told to the client at the time of receiving the form from him.

Branch person must follow below mentioned procedure to check the completeness of the form.

1. All the required documents as per SEBI/Exchange should be attached with the account opening form.

2. All the documents should be self-attested and verified with the originals in front of the client by the employee of **CD Equisearch Pvt Ltd (CDEP)**. Then these documents should be stamped with the round '**CDEP**' stamp and '**Verified with the Originals**' stamp.

3. Any field cannot be left blank in the form. If any particular point is not applicable in a given case then the same should be crossed, or cancelled, or mention 'Not Applicable' in that particular fields.

4. The date mention in the form should be same in the particular fields.

5. If there is any introducer then, the Client has to provide the details of person (full name, address and signature) who has introduced **CD Equisearch Pvt Ltd**.

6. The brokerage scheme/ tariff details to be charged to the client must be mentioned in the form.

After ensuring all the formalities mention above the form must be sent to HO.

What to do after receipt of the Form at HO

Before we understand that let us define two roles:

Capturer: This is the person who shall verify the KYC, capture the client data in the system and pass it on to next level for verification only after he/she is satisfied with the KYC.

Verifier: This is the person who shall verify the data updated by the capturer in the system for further processing.

CAPTURER AND VERIFIER CAN NOT BE THE SAME PERSON

KYC CHECKING AND ALLOTMENT OF CODE

The following procedures to be followed for checking of form:

1. Inform the concerned branch/RM about the receipt of the KYC.

2. The form shall be checked with the relevant documents with the help of list of documents.

3. All the documents should be stamped and signed as mentioned above.
4. Due Diligence should be done as per PMLA policy.

5. All the relevant details are filled properly in the form.

6. The PAN of the client should be verified from the Income Tax Website by specified Link. The Name in the KYC should be same as mention in the Income Tax Website. If there is any mismatch the KYC should not be further processed. If matched, then a screen shot should be printed and attached with the KYC.

7. Further it is also be checked that whether the clients is there in the SEBI/Exchange debarred list or not. If client name appears in the list, then we should not allow the client to open the account.

8. If any discrepancy is found, then the form should be returned or informed to the branch within one working day of receipt of the KYC along with the details of discrepancy.

9. Please check in KRA whether client already registered or not. If already registered a screen shot print to be taken and to be attached to KYC.

10. If all the above mention procedures are compiled then the Beneficiary Owner id and UCC i.e. Unique Client Code would be allotted to the client.

For Data Uploading in Back Office
(Only if the KYC fulfilled all the documentary and legal requirements)

1. The data has to be updated in the 'Client Master' of back office for obtaining the Unique Client Code and the same is also uploaded in the DP back office. The Client Code and demat no obtained has to be written on the form.

2. The client's data has to be updated under 'Unique Client Code'.

3. After updating all the data by the capturer then forward the KYC to the verifier.

KYC and data updated to be checked by Verifier

1. Verifier should check the KYC in full and ensure that there is no discrepancy in the KYC.

2. Verifier should check that the PAN is verified from the Income Tax website or not and also check that the screen shot attached with KYC or not.

3. The data updated in "Client Master" & under "Unique Client Code" has to be checked with the form, if any error or incomplete field is found then the same should be corrected. After checking of the form the option 'AUDITED' should be marked in the UCC.

4. The Demat Account details is extracted from the Back office with the signature of the client and uploaded in the CDSL system in a file format prescribed by the Depository.

5. The BO ID (Benificiary Owner ID) is generated from the CDSL system and noted in the KYC form

6. In UCC KRA not applicable to be ticked if a screen shot print has been attached

to the form by capturer.

7. The DP team should enter Demat details of the client in the option 'Client Demat Details'.

Updating the KYC details to Respective Exchange/Segment/Depository

1. The details of Client need to be uploaded to exchange.

2. Verifier should ascertain the relevant page of KYC where client preference of trading has been signed by the Client.

3. Only those segments in the respective exchange should be uploaded with against which client has signed in the KYC.
4. Currently we are allowing the clients to trade in CM & FO segments in NSE and CM segment in BSE.
5. The details of the clients mentioned in the KYC have been uploaded in CDSL and thereafter the client id is generated.

Import of Success file received from exchange:

1. After uploading to exchange, it generates the success file to for the respective client.

2. The success file from each exchange should be uploaded in our back office.

3. After import of the success file please check that desired exchange segment has been ticked in UCC or not e.g. "PAN CM Uploaded", "BSE PAN Uploaded", etc

Activation of Client and intimation to Branch

The UCC and Demat Account Number of the respective client has to be added to trading terminal under the related branch. After completion of all above points the respective Branch or RM has to be informedabout the Activation of the Client Code.

KRA Compliance

1. By putting the PAN of the client in the website of KRA to check Whether the client is registered or not.

2. If the client is not already registered with KRA then we need to update the PAN of client in KRA website along with the documents.

3. We need to check the website of KRA and ensure that the KYC has been successfully registered with KRA.

4. Screenshot of registration should be printed and attached with the KYC.

CKYC Compliance

1. By putting the PAN of the client in the website of CKYC to check Whether the client is registered or not.

2. If the client is not already registered with CKYC then we need to update the PAN of client in CKYC website along with the documents.

3. We need to check the website of CKYC and ensure that the KYC has been successfully registered with CKYC.

4. Screenshot of registration should be printed and attached with the KYC.

Sending Welcome Letter

1. A welcome letter together with the Delivery instruction Booklet for the Demat account of the client is required to be sent to client alongwith copy of full KYC by Post after the above procedure is completed
2. One must ensure that the welcome letter is delivered to client address and it is notreturned.
3. Copy of proof of delivery should be saved.
4. If the DIS Booklet is returned than it has to be updated in the CDSL system.
5. In case KYC and the DIS Booklet are not delivered to the client it should be immediately reported to the seniors and the code should not be activated unless the matter is sorted out.