NEW CLIENT ACCEPTANCE POLICY

Following procedure shall be followed by KYC department while accepting new KYCs

1. All the documents like Id Proof, residence proof will be verified by employee/SB/AP.

2. Having verified the proof with original documents same will be returned to the clients.

3. In case of trading account, Bank details and DP details needs to be obtained

4. All the client's PAN details shall be verified with Income tax site & then account will be opened as per the name appearing on the PAN card as per the Income Tax department

5. On collection of requisite documents and carrying out in person verification in appropriate format and account is opened and copy of the complete KYC to be handed over and acknowledgement is obtained and preserved for our record

6. This will be applicable for all segments including DP

7. The concern officer who is carrying out in person verification is put his signature on KYC form