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)

Receipt of the form at Branch/HO

Form will be received from clients at various branches and it must be fully checked at Branch Level, before sending it to backoffice to avoid delay. Incomplete forms will not be accepted by backoffice, so to avoid any inconvenience the form should be checked in front of client and deficiency if any, must be told to the client at the time of receiving 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 by the client and verified with the originals in front of the client by the employee of EISL. Then these documents should be stamped with the round 'EISL' stamp and 'Verified with the Originals' stamp.
3. No field should be left blank in the form. If any particular point is not applicable in a given case then the same should be crossed, or canceled, or Not Applicable/NIL should be written against it.
4. A uniform date should be given by the client in the form and writing of different dates should be avoided.
5. In the field of 'Introducer' to the client for opening the account, the Client has to provide the details of person who has referred East India Securities Limited. The Introducer should give full name, address and sign.
6. The branch name and the intended brokerage scheme to be charged to client must be mentioned on the form by attaching extra slip to it.

Only After ensuring that all the formalities have been completed by the client 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 will be the person who will 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 will be the person who shall first check the KYC, then data fed by the capturer in the system and verify it for further processing.

CAPTURER AND VERIFIER CAN NOT BE THE SAME PERSON

KYC CHECKING AND ALLOTMENT OF CODE

The forms received at HO will be audited. The following procedure would be followed for checking of form: -
1. Inform the concerned branch/RM of receipt of the KYC
2. The form would be checked for the relevant documents with the help of checklist.
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 from specified Link. The Name in the KYC should exactly match with that of 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 the client should be checked whether it appears in the SEBI/Exchange debarred list in the following link http://www.nseindia.com/content/press/prs_reg_action.htm. If client name appears in the list, then we should not allow the code to open. Further it should be also checked from list issued by UN Secretary at http://www.un.org/sc/committees/1267/AQList.xml
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 giving details of discrepancy. Only if the form is OK then only a 'Unique Client Code' would be allotted.
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.

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

1. Firstly, the data has to be fed in the 'Client Master' of NSE back office for obtaining the Unique Client Code by capturer. The Client Code obtained has to be written on the form.
2. Secondly the client's data has to be fed in 'Unique Client Code'.

3. After completing the data feeding the capturer should forward the KYC to verifier

KYC and data feed Checking by Verifier

1. Verifier should check the KYC in full and ensure that there is no discrepancy in the KYC
2. Verifier should check if PAN verified from the website or not by the way of screen shot attached with KYC.
3. The data fed in "Client Master" & "Unique Client Code" has to be independently 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. In UCC KRA not applicable to be ticked if a screen shot print has been attached to the form by capturer.
5. The verifier should also enter Demat details of the client in the option 'Client Demat Details'.

Upload of the KYC details to Respective Exchange/Segment

1. The details of Client need to be uploaded to exchange/segment client wishes to trade.
2. Verifier should ascertain the exchange/segment client wish to trade from the relevant page of KYC where client preference of trading has been signed by the Client
3. Only Those exchange/segment should be uploaded with against which client has signed in the KYC
4. Currently we are allowing client trade in NSE- CM, SLB, FO, CDX, COM and BSE- CM, FO, CDX, COM and MCX- COM.

Import of Success file received from exchange:

1. After upload to exchange, it gives success file to us for all the clients where upload has been done correctly by us
2. The success file from each exchange should be uploaded in our system by way of import
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 of the respective client has to be added to 'BOW' under the related branch.
After completion of all above points the respective Branch or RM has to be informed about the Activation of the Client Code.

KRA Compliance

Check in KRA website by putting PAN No. If it is already registered take a print of screen shot and attach with the form

If the client is not already registered with KRA we need to update KRA website with scan of the documents.

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

Screenshot showing successful registration should be printed and attached with the KYC

CKYC Compliance

Check in CKYC website by putting PAN No. If it is already registered take a print of screen shot and attach with the form

If the client is not already registered with CKYC we need to update CKYC website with scan of the documents.

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

Screenshot showing successful registration should be printed and attached with the KYC

Sending Welcome Letter

A welcome letter after above procedure is completed is required to be sent to client along with copy of full KYC

One must ensure that the welcome letter is delivered to client address and it is not returned.

Copy of proof of delivery should be saved.

In case KYC is 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.