

## **EXCLUSIVE SECURITIES LTD.**

Write up on the procedure for opening an account

### **Client Registration, Documents maintenance**

We have a separate department for client registration and account opening activity at Head Office. The department includes well-trained staff and equipments required to serve the purpose. We don't outsource client registration process as our employees are self sufficient to fulfill all the formalities in prescribed manner, to keep the records of clients updated and retrieve as and when required.

For opening a new account we prefer to have a reference of either a registered client, franchisee, director, employee, friend or any known person. We generally do not accept walk in clients without reference. The clients are registered only after obtaining the necessary proof of identity and address, bank and demat details, PAN, Aadhaar etc. Along with this we assess financial capability of client through Income Tax returns, bank statements, employment proof, annual accounts, business details and business references etc.

Duly completed account opening forms are checked at HO, PAN is cross-verified with Income tax site as also with the list of persons debarred by SEBI and records uploaded to Exchange. Only successful records of clients are allowed to trade. Senior management approval shall be required for establishing business relationships with politically exposed persons if any

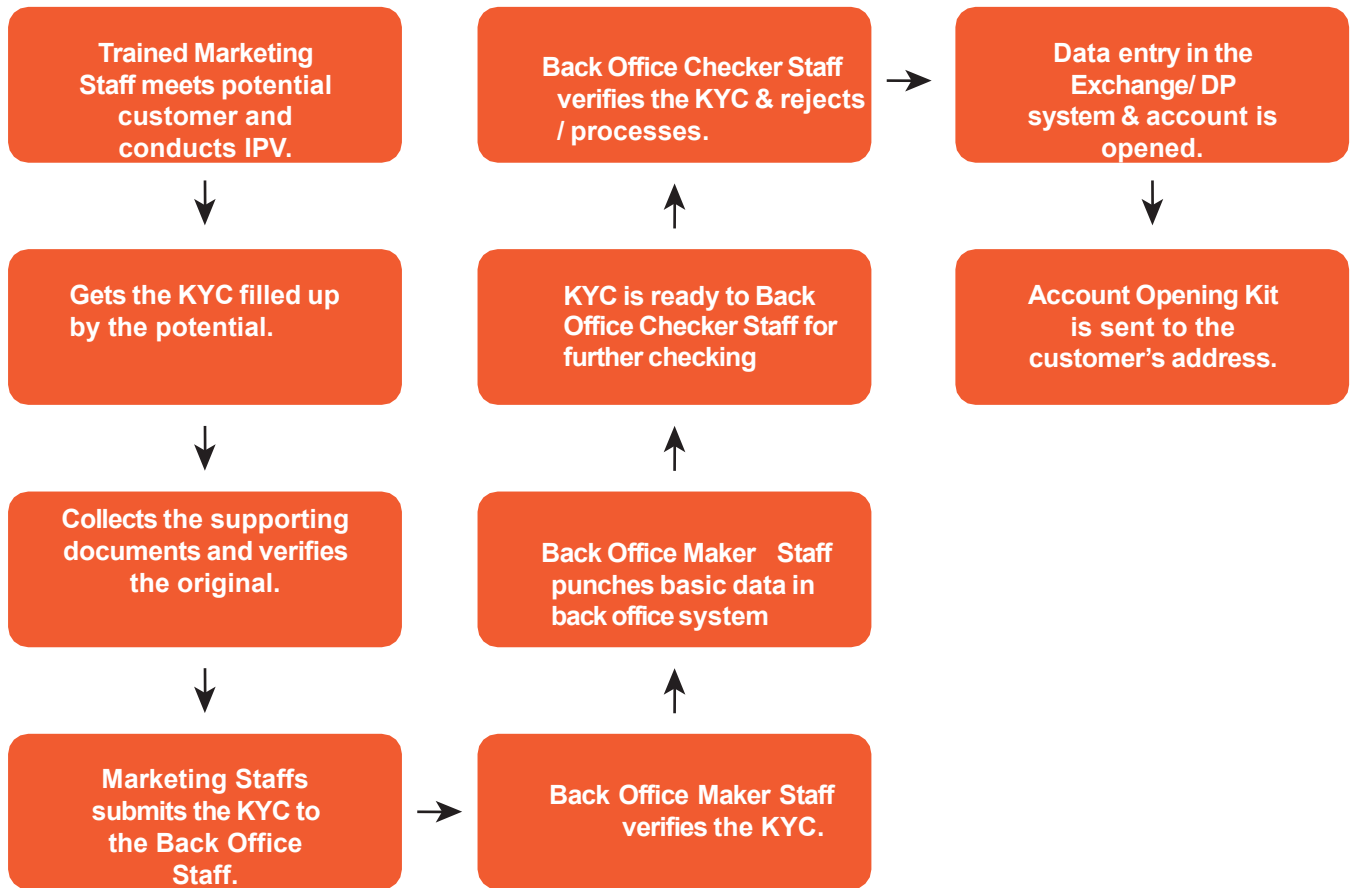
We maintain client registration documents duly filled in prescribed format from all the clients. We have got maker-checker concept to avoid misuse of any kind.

In person verification is carried out by the company staff posted at the head office or at the branch

The clients, particularly HNI clients are pursued to update the details of KYC and financial details at regular interval. Any addition, modification, updation in the bank/ demat details is accepted only after receiving the written request alongwith the proof from clients.

Once we verifies and processes client documents, client will be given his account number, similar to how you receive a bank account number. This number is called the Beneficial Owner Identification Number (or BOID) or Unique Client Code (UCC)

## Account Opening Flowchart – Physical and Non-Individual Accounts



## **Annexure A**

### **For Individual Account Opening**

#### A) Document list for Identity Proofs

- Pan Card (Mandatory)
- Aadhaar Card
- Voter ID
- Valid Driving Licence
- Valid Passport
- NREGA Job Card

#### B) Proofs of Doc for Permanent Address

- Aadhar Card
- Voter ID
- Valid Driving Licence
- Valid Passport
- NREGA Job Card
- National Population Register Letter

#### C) Proofs of doc for Correspondence address

- Aadhar Card
- Voter ID
- Valid Driving Licence
- Valid Passport
- NREGA Job Card
- Utility bill which is not more than two months old of any service provider (electricity,telephone, piped gas, water bill)
- Property or Municipal Tax receipt
- Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings if they contain the address

Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies Important Note: Bank Statement or Rent Agreement will be not accepted as Permanent Address Proof or Correspondence Address Proof.

#### D) Bank proofs

- Personalized cheque leaf
- If not personalized, then Cheque leaf + Bank Statement/Passbook (not more than six month old)
- Bank Statement/Passbook with IFSC & MICR

#### E) F&O and Derivative proofs

DP Holding statement – Latest statement with holding value greater than Rs. 25,000.

Copy of the ITR acknowledgment – Latest ITR

Copy of Form 16 – Latest document

Salary Slip – Latest salary slip

Net Worth Certificate – Latest net worth certificate issued by any practicing Chartered Accountant.

Copy of Annual Accounts – Latest annual account statement

Bank Statement – Latest 6 months' bank statement

## For HUF Account Opening

Documents required for HUF Account

- HUF PAN Card copy.
- Deed of declaration of HUF/List of coparceners.
- Latest Bank passbook/bank statement in the name of HUF with latest three months' transactions.
- Proof of Address in the of HUF.
- Bank Proof (cancelled cheque leaf).
- HUF Declaration letter.
- CKYC of HUF/Karta.
- Coparceners ID Proof.
- In case of HUF of Karta death:
  - Next Karta should be senior most member of the family, except married daughters.
  - New Karta shall submit the new list of members.
  - Notarized copy of death certificate of the deceased Karta.
  - No Objections Certificate from the surviving members of the HUF for him.
  - Transmission & Form 40.
  - HUF Declaration on demise of Karta.

**Document requirement for Karta**

- Photograph, PoI (Proof of Identity), PoA (Proof of Address), PAN and OVD copy of Karta.

**F&O and Derivatives Segment proofs**

- Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment
- Net Worth Certificate – Latest Net-worth certificate issued by any practicing chartered Accountant.
- Copy of Annual Accounts - Latest annual account statement
- Bank Statement – Latest 6 months' bank statement

**Important Points**

- Self-attested copy of HUF/Karta's PAN Card is mandatory.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- Copies of all Coparceners documents should be self-attested.
- If any Proof of Identity or Address is in a regional language, then translation into English is required.
- Name and address of the applicant mentioned on the KYC form should match

- the documentary proof submitted.
- FNO/Derivatives proof (as per checklist).

## For Corporate Accounts

### Documents required to open a Corporate Account

- Company PAN and Registered address proof.
- Copy of the balance sheet for the last and latest 2 financial years (to be submitted every year).
- Copy of latest share holding pattern including the list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulation, duly certified by the company secretary / whole time director / MD (to be submitted every year).
- List of directors as Full name, date & place of birth, citizenship, country of Residence, position in company.
- Copy of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution.
- Authorized signatories list with specimen signatures along with authorization letter.
- CIN (Company Identification Number).
- Bank Proof (original cancelled cheque leaf).
- Statement of latest bank transactions
- Representation letter for other FI clients (in case of other FI clients).
- Financial authority registration certificate (in case of other FI clients).
- AML or PMLA copy (in case of other FI clients).
- Parent company PAN and 100% shareholding pattern.
- OVD of related persons (Directors, Authorized signatory & Shareholders).
- CKYC of related persons (Directors, Authorized signatory & UBO).

### Document requirements for Directors/Promoters

- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN and DIN (Director Identification Number) of whole time directors in charge of day operations.
- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN of individual promoters holding control – either directly or indirectly.

## **Document requirements for Authorized Signatories**

- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN of the Authorized signatories as per the Board Resolution.

## **F&O and Derivatives Segment proofs**

- Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment
- Net Worth Certificate – Latest Net-worth certificate issued by any practicing chartered Accountant.
- Copy of Annual Accounts - Latest annual account statement
- Bank Statement – Latest 6 months' bank statement

## **Important Points**

- Self-attested copy of PAN Card is mandatory for all clients, including Directors / AUS, Promoters and whole time directors and persons authorized to deal in cash and Derivatives segment on behalf of company/firm/others.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- Name & address of the applicant mentioned on the KYC form, should match with the OVD submitted.
- Company Registered Address should match with MCA site.
- F&O/Derivatives proof (as per checklist).
- CKYC of Entity/related persons.
- PMLA Rules have been amended, wherein the controlling ownership interest (UBO) for Company and Trust has been changed from 25% to 10%.

# For Trust Accounts

## Documents required for Trust Accounts

- Copy of the balance sheets for the last 2 financial years (to be submitted every year). Copy of Trust's PoI (Proof of Identity) – PAN card mandatory, PoA (Proof of Address). Certificate of registration (for registered trust only).
- For Only CDSL – Certificate of registration OR Certificate obtained by the BO as per section 12AA of Income Tax Act, 1961, along with the Latest Income Tax Returns filed by the Trust (for Registered Public Trust only).
- Copy of Trust deed.
- List of trustees certified by managing trustees/CA.
- Copy of the Trust Resolution.
- Bank Proof (original cancelled cheque leaf). Latest bank transactions statement.
- OVD of all related persons (Settler, Trustee's Authorized Signatory & Beneficiary).  
CKYC of all related persons (Settler, Trustee's Authorized Signatory & Beneficiary).

## Documents required for Trustees

- Photograph
- PoI (Proof of Identity)
- PoA (Proof of Address)

## F&O and Derivatives Segment proofs

- Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment
- Net Worth Certificate – Latest Net-worth certificate issued by any practicing chartered Accountant.
- Copy of Annual Accounts - Latest annual account statement
- Bank Statement – Latest 6 months' bank statement

## Important Points

- Self-attested copy of PAN Card is mandatory for all Trustees.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- Name and address of the applicant mentioned on the KYC form should match with the OVD submitted.

# For LLP Firm Accounts

## Documents required to open an LLP Firm Account

- LLP PAN (PoI) and Registered Address Proof (PoA)
- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- LLP Certificate of registration
- Copy of LLP Partnership deed
- Authorized signatories list with specimen signatures
- Bank Proof (cancelled cheque leaf)
- Latest bank transactions statement
- LLP Board Resolutions copy
- OVD of all related persons (Partners, Authorized signatory & Shareholders)
- CKYC of all related persons (Partners, Authorized signatory & Shareholders)

## Documents required for Partners

- Photograph
- PoI (Proof of Identity)
- PoA (Proof of Address)
- PAN and OVD Copy of LLP Partners

## Documents required for Authorized Signatories

- Photograph
- PoI (Proof of Identity)
- PoA (Proof of Address)
- Copy of PAN and OVD of the Authorized signatories as per the LLP Board Resolutions

## F&O and Derivatives Segment proofs

- Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment
- Net Worth Certificate – Latest Net-worth certificate issued by any practicing chartered Accountant.
- Copy of Annual Accounts - Latest annual account statement
- Bank Statement – Latest 6 months' bank statement

## Important Points

- Self-attested copy of PAN Card is mandatory for all clients, including partners and persons authorized to deal in cash and Derivatives segment on behalf of company/firm/others.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.



- | Name and address of the applicant mentioned on the KYC form, should match the documentary proof submitted.
- | FNO/Derivatives proof (as per checklist).
- | CKYC of LLP/all related persons.

## For Partnership Firm Accounts

### Documents required to open a Partnership Firm Account

- | Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- | Certificate of registration (for registered partnership firm only)
- | Copy of Partnership deed
- | Authorized signatories list with along with letter of Authorization
- | Bank Proof (cancelled cheque leaf)
- | Latest bank transactions statement
- | Partners Authorized Declarations Format
- | PoI (PAN) and PoA of Partnership Firm
- | OVD of all related persons (Partners, Authorized signatory & Shareholders)
- | CKYC of all related persons (Partners, Authorized signatory & Shareholders)

### Documents required for Partners

- | Photograph
- | PoI (Proof of Identity)
- | PoA (Proof of Address)
- | PAN and OVD Copy of Partners

### Documents required for Authorized Signatories

- | Photograph
- | PoI (Proof of Identity)
- | PoA (Proof of Address)
- | Copy of PAN and OVD along with E-documents of the Authorized signatories as per the partnership declarations

### F&O and Derivatives Segment proofs

- Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment
- Net Worth Certificate – Latest Net-worth certificate issued by any practicing chartered Accountant.
- Copy of Annual Accounts - Latest annual account statement
- Bank Statement – Latest 6 months' bank statement

**Important Points**

- | Self-attested copy of PAN Card is mandatory for all clients, including partners and persons authorized to deal in cash and Derivatives segment on behalf of company/firm/others.
- | Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- | Name and Address of the applicant mentioned on the KYC form should match with the OVD submitted.
- | FNO/Derivatives proof (as per checklist).
- | CKYC of Partnership firm/All related persons.



