

**AMOL FINANCIAL SERVICES PRIVATE LTD(NSE)**

**AMOL CAPITAL MARKETS PRIVATE LTD (BSE)**

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## **KRA Policy**

- Documents, like ID proof and residence proof, duly self attested, will be collected and verified by us. We verify PAN details with the NSDL Tin Site / Income tax and affix the Rubber stamp as required.
- We verify the proof documents with original documents. We assign names and signature of the introducer at the required places.
- We obtain Bank details and DP details in case of Trading account and collect relevant documents as proof.
- All the clients are required to visit our office or our employee visit to clients place in person. The account is opened as per the name printed on the PAN card after making verification from NSDL Tin Site / Income tax.
- The concerned officer who is carrying out in person verification is put his signature and filled up details in appropriate format in KYC form.
- The office in-charge will carry out due diligence i.e. their whereabouts, experience in capital market and shall make the client aware of risk factor in dealing in capital market.
- From Office we make call for verification of certain information and after taking the information KYC forms are allowed to proceed.
- Account is opened after verifying all the required documents and copy of complete KYC is send to the Client's address and we obtained the acknowledgement
- 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.
- Delay in cases where client has not submitted required proof of address or proof of identity or other documents in case NRI / HUF / Partnership Firm / corporate Accounts, until full documents are not received, we would not proceed the KYC.

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- After opening the Accounts, we dispatch the Welcome Kit which contains the client account opening pages, Tariff card copy and other documents to the clients.
- As per New KRA Regulation, we registered with the NDML for KRA registration process of clients. We have started processing to comply KRA Regulations for the KYC Opened after January 2012.
- As per KRA policy, we fill the KYC Form of respective category of client and get it signed by the client separately. We collect the copies of PAN Card and Address proof duly self authenticated by the client.
- We captured the KYC data of client online to the KRA website and verify the same for accuracy point of view. We create the list of clients through KRA website for sending the documents to the KRA registered office. We ensure that all documents of new clients KRA details are sent to KRA agencies within 10 days of KRA details uploaded to KRA website.
- We also check the status of KRA after 30 days of KRA uploaded and follow up action is initiated for KRA approval.

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