

Finquest Securities Pvt. Ltd.

Date: February 9, 2012

Circular No.: FSPL/COMP/1/2012

To All Branches/Sub-brokers/Remisers/Authorised Persons

Sub – Compliance of ‘The SEBI KRA (KYC Registration Agency) Regulations, 2011’

This is with reference to the NSE circulars with download nos. NSE/INSP/18677, NSE/INSP/19511, and NSE/INSP/19654 dated August 22, 2011, December 6, 2011 and December 26, 2011 respectively, regarding the above subject matter.

SEBI has formulated the KYC (Know Your Client) Registration Agency (KRA) Regulations, 2011 with a view to simplify the account opening process for Investors. In the present scenario, if a client intends to open account with different intermediaries for the purpose of trading/investment in the securities market, he/she has to undertake the process of Know Your Client (KYC) execution with ALL respective intermediaries. With a view to prevent the duplication of KYC process with every intermediary and avoid the inconvenience thus caused to Investors a mechanism for centralization of the KYC records in the securities market has been developed.

As per the proposed mechanism an intermediary shall perform the initial KYC of its Clients and upload the details on the system of the KRA. When the Client approaches any other intermediary, the intermediary can verify and download the client’s detail from the system of the KRA. As a result, once the client has done KYC with a SEBI Registered intermediary, he/she need not undergo the same process again with other intermediaries.

The above process has come in effect from 1st January 2012. For clients, whose accounts have been opened in the month of January 2012, details of KRA have to be uploaded before 12th February 2012. You are requested to collect the KRA form, duly filled by the Client along with **two** sets of self-attested proofs, as per **Annexure-1** and submit the same before 12th February 2012. Non-Compliance in this matter would be viewed seriously and attract monetary penalty.

The KRA forms are available at the Head-Office and can also be downloaded from our website by clicking the following links:

- i. KRA form for an Individual – [Download Link](#)
- ii. KRA form for an Non-Individual – [Download Link](#)
- iii. Annexure for an Non-Individual – [Download Link](#)

Precautions before filling a KRA form –

1. Avoid overwriting or corrections
2. Submit the KRA Documents on A4 Size Paper Only

Application forms would be rejected for any discrepancy in the KRA form or any supporting documents.

This circular is applicable only for Trading accounts and Depository accounts opened with Finquest Securities Pvt. Ltd.

For and on Behalf of

Finquest Securities Pvt. Ltd.

Hardik B Patel

Director

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Registered Office - 6th Floor, Boston House, Suren Road, Andheri East, Mumbai – 400093

Annexure 1

List of required supporting documents

1. Documents Required For **Existing** Individuals Clients (Accounts opened post January 1st 2012):
 - a. Trading/Demat account opening form dully fill by the applicant.
 - b. KRA Application Form (for individuals)
 - c. Duly attested copy of PAN Card (VISIBLE COPY - MANDATORY) (2nos)
 - d. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents. (Visible copy) (2nos):
 - i. Passport
 - ii. Ration Card
 - iii. Registered Lease/Sale Agreement of Residence
 - iv. Driving License
 - v. Voter Identity Card
 - vi. Bank A/c Statement/Passbook (not more than 3 Months old)
 - vii. Latest Telephone Bill (only Land Line not more than 3 Months old)
 - viii. Latest Electricity Bill (not more than 3 Months old)
 - ix. Latest Gas Bill (not more than 3 Months old)Original
 - e. Cancelled cheque Leaf having pre-printed name of account holder to verify the Bank account number / MICR / IFSC code (2nos).
 - f. Proof of Bank Account (any one) (2nos):
 - i. Photocopy of Bank Passbook with latest bank transactions statement
 - ii. Photocopy of Bank statement having name & address of the account holder
 - iii. Letter from Banker specifying the name, address, account number of the account holder
 - iv. Transaction Statement not more than 3 months old.

2. Documents Required For **Existing** Non-Individuals Clients (Accounts opened post January 1st 2012)
 - a. Trading/Demat account opening form dully fill by the applicant
 - b. KRA Application Form (for Non-Individuals and the Annexure for non-individuals)
 - c. Duly attested copy of PAN Card. (VISIBLE COPY – MANDATORY) (2nos)
 - d. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents (2nos):
 - i. Latest Telephone Bill (only Land Line)
 - ii. Latest Electricity Bill
 - iii. Latest Bank Account Statement
 - iv. Registered Lease / Sale Agreement of Office Premises
 - e. Certified Copy of Memorandum and Articles of Association of the Company (2nos)

- f. Board resolution on letterhead of the company, duly signed by all Directors/ Managing Director /Company Secretary, specifying the name of authorized person(s) with their specimen signature(s) to operate an account (2nos).
 - g. Certified true copy of balance sheets for last three financial years (2nos).
 - h. Latest Shareholding Pattern (on letterhead certified by the Company secretary/Whole Time Director/MD/CA) (2nos)
 - i. Details of Authorized signatories with their photographs and address along with ID & address proof (2nos).
 - j. Net worth certificate of Company Affix company rubber stamp (2nos).
 - k. Original Cancelled cheque Leaf having pre-printed name of account holder to verify the Bank account number / MICR / IFSC code (2nos).
 - l. Proof of Bank Account (any one) (2nos):
 - i. Photocopy of Bank Passbook with latest bank transactions statement
 - ii. Photocopy of Bank statement having name & address of the account holder
 - iii. Letter from Banker specifying the name, address, account number of the account holder.
 - iv. Transaction Statement not more than 3 months old.
3. Documents Required For **New** Individuals Clients:
- a. Trading/Demat account opening form dully fill by the applicant.
 - b. KRA Application Form (for individuals)
 - c. Duly attested copy of PAN Card (VISIBLE COPY - MANDATORY) (2nos)
 - d. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents. (Visible copy) (2nos):
 - i. Passport
 - ii. Ration Card
 - iii. Registered Lease/Sale Agreement of Residence
 - iv. Driving License
 - v. Voter Identity Card
 - vi. Bank A/c Statement/Passbook (not more than 3 Months old)
 - vii. Latest Telephone Bill (only Land Line not more than 3 Months old)
 - viii. Latest Electricity Bill (not more than 3 Months old)
 - ix. Latest Gas Bill (not more than 3 Months old)Original
 - e. Cancelled cheque Leaf having pre-printed name of account holder to verify the Bank account number / MICR / IFSC code (2nos).
 - f. Proof of Bank Account (any one) (2nos):
 - i. Photocopy of Bank Passbook with latest bank transactions statement
 - ii. Photocopy of Bank statement having name & address of the account holder
 - iii. Letter from Banker specifying the name, address, account number of the account holder
 - iv. Transaction Statement not more than 3 months old.

4. Documents Required For **New** Non-Individuals Clients

- a. Trading/Demat account opening form dully fill by the applicant
- b. KRA Application Form (for Non-Individuals and the Annexure for non-individuals)
- c. Duly attested copy of PAN Card. (VISIBLE COPY – MANDATORY) (2nos)
- d. Proof of address to be provided by Applicant. Please submit ANY ONE of the following valid documents (2nos):
 - i. Latest Telephone Bill (only Land Line)
 - ii. Latest Electricity Bill
 - iii. Latest Bank Account Statement
 - iv. Registered Lease / Sale Agreement of Office Premises
- e. Certified Copy of Memorandum and Articles of Association of the Company (2nos)
- f. Board resolution on letterhead of the company, duly signed by all Directors/ Managing Director /Company Secretary, specifying the name of authorized person(s) with their specimen signature(s) to operate an account (2nos).
- g. Certified true copy of balance sheets for last three financial years (2nos).
- h. Latest Shareholding Pattern (on letterhead certified by the Company secretary/Whole Time Director/MD/CA) (2nos)
- i. Details of Authorized signatories with their photographs and address along with ID & address proof (2nos).
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- k. Original Cancelled cheque Leaf having pre-printed name of account holder to verify the Bank account number / MICR / IFSC code (2nos).
- l. Proof of Bank Account (any one) (2nos):
 - i. Photocopy of Bank Passbook with latest bank transactions statement
 - ii. Photocopy of Bank statement having name & address of the account holder
 - iii. Letter from Banker specifying the name, address, account number of the account holder.
 - iv. Transaction Statement not more than 3 months old.