

Finquest Securities Pvt. Ltd.

Date: May 18, 2012

Circular No.: FSPL/COMP/4/2012

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

Sub – Uploading of the existing clients’ KYC details in the KYC Registration Agency (KRA) system by the intermediaries

This is with reference to SEBI circular no. CIR/MIRSD/16/2011 dated August 22, 2011, MIRSD/SE/Cir-21/2011 dated October 5, 2011, MIRSD/Cir-23/2011 dated December 2, 2011 and MIRSD/Cir- 26 /2011 dated December 23, 2011 on KYC related issues.

SEBI simplified the account opening process for investors and made it uniform across intermediaries in the securities markets vide aforementioned circulars. Further, to avoid duplication of KYC process with every intermediary, KRA system was developed for centralization of the KYC records in the securities markets. The system was made applicable for new clients who opened accounts with the intermediaries from January 1, 2012.

Now, for convenience of the clients registered prior to January 1, 2012 (hereinafter referred to as ‘existing clients’) and to expand the centralized database of the KYC records of the entire securities market, it is decided to upload the KYC details of the existing clients of the intermediaries in the current KRA system, in a phased manner as per the schedule as below -

Existing clients of intermediary who trade/ invest/ deal with it during the below mentioned time period	Timeline for intermediary to upload existing client's KYC data on KRA system & send KYC documents to KRA	Timeline for KRA to update the record in their system & send acknowledgement to the existing client
April 16, 2012 – June 15, 2012	August 31, 2012	September 30, 2012
June 16, 2012 - August 31, 2012	October 31, 2012	November 30, 2012
September 1, 2012 - October 31, 2012	November 30, 2012	December 31, 2012
November 1, 2012 - December 31, 2012	January 31, 2013	February 28, 2013
January 1, 2013 - February 28, 2013	March 15, 2013	March 31, 2013

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 and supporting 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.

To download the complete SEBI circular on **Uploading of the existing clients' KYC details in the KYC Registration Agency (KRA) system by the intermediaries** [click here](#).

For and on Behalf of
Finquest Securities Pvt. Ltd.

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