

### **The Procedure while on-boarding a client at Saurashta Capital Services Pvt. Ltd.**

1. Persons are added as clients only after they have had a meeting with the director / Authorised Persons / employee of the company.
2. The Application forms for opening an account are issued only when the management is satisfied with the client's financial capacity to trade in stock market and after the prospective client provides the valid reference for his account.
3. The accounts are opened only after proper verification is done of the existence of the client and accordingly the employees of the KYC Department of the company are authorised to carryout In-person verification of clients. The person carrying out the in person verification is required to maintain a proof of in-person verification by affixing his signature along with the in person verified stamp on the proof of identity or on the Client Registration form. In respect of outstation clients or Authorised Person's clients the head office employee will carry out the in person verification and only then the account will be opened in the back office and only after allotment of the UCC and registering it with CKYC and KRA, any trading can be allowed to be started by the client.
4. The Client Registration Documents (CRD) are sent to the new clients alongwith the welcome letter and with respect to existing clients the same will be provided to them on demand. The welcome letter will include the details of the UCC & email ID communicated by the client to the broker at the time of opening of the account.
5. Know your client form duly complying with the mandatory requirements specified by the SEBI & Exchange are processed further along with pre-franked Agreement / Stamp paper of requisite amount, Supporting documents, proof of bank account, etc are collected from all the clients.
6. The company has the policy of approval of all application forms by the Director of the company before allowing trading to the applicant.
7. The details are entered in the back office software by the maker of the document. Further a senior person acts like a checker to see that the details have been properly entered in the back office software to avoid any issue in future.
8. Walk-in clients are not entertained and only clients through reference are enrolled.
9. The clients only through reference are entertained after due diligence. The financial capability of the client is assessed on the basis of the balance sheet, profit and loss, income tax return, wealth details, etc which shows the financial position. 2 years balance sheet is taken from corporate clients. The individual clients are not comfortable providing the financial document, and hence a declaration is considered on the basis of the comfort of the Company vis a vis the client.
10. The client registration modalities are carried out in-house and not outsourced.
11. The documents are stored at the office and filed properly for easy retrieval, whenever required.
12. With reference to updation of client's financial information, the clients are requested in the register of funds statement sent on quarterly basis to provide the details. Client have also been sent draft letter for providing the feedback.