

### **WRITTEN UP PROCEDURE FOR ACCOUNT OPENING**

We Murari Securities Ltd. Centrally located in Kolkata register our client only from known quarters .

- 1) If any client approaches to us from our known quarters we invite him to our office and general discussion takes place like segment he or she wish to trade, brokerage, DP charges, terms & conditions as per NSE, NSDL & SEBI circulars, sensitizing him about PMLA guidelines, Policies & Procedures etc. After agreed upon Client given Client Agreement Kit & other supporting documents required for opening of Trading & Demat Account and request him to submit the same duly filled along with required list of documents self attested with proper signature in client agreement kit.
- 2) When client again visit for submission of Documents for Account opening we do Inperson Verification of the client and all documents are verified with original, Pan verified with Income Tax Site.
- 3) After that we do KRA and CKYC of the said client and one of our staff Punch details of the Client in our Back Office Software as a maker and another staff verify the same as checker.
- 4) Further the same details uploaded to UCI Portal of NSE and EDPM of NSDL. After getting file success from both end. the said UCC code mapped in our Trading Terminal and Back Office software is updated with file generated with EDPM.
- 5) Atlast Client was communicated about UCC & DP ID & CLIENT ID through Email and verbally over telephone for starting Trade and DP Transaction.

This is the entire process of our Account opening. Two of our staff assigned for the whole process and guidelines specified by SEBI, NSE Bye laws & NSDL Bye laws along with circulars are strictly followed.