

Know Your Client (KYC)

Operating Process

1. KYC is franked for all segments (BSE, NSE, FO, DP & POA) and as per the regional request they are being sent to regions respectively. All request is for KYC are sent to Bivash Saha at Kolkata, his contact details are – Mobile :09330101625, email – bivash_saha@lkpsec.com.

2. Checklist is also provided to branches/sub brokers for filling the forms (KYC) from clients in a proper manner. Checklist & KYC are also available on our website – www.lkpsec.com

In case of emergency one can download the KYC from our website also.

3. Processing charges are debited to the respective branches and on receiving the KYC back from client along with processing charges, the entry is reversed.

For Example:

1. Br/Sub broker ac DR -Processing Charges account CR

(after receiving the processing charges payment)

2. Client account DR- Br/sub broker ac CR

4. Branch manager/sub broker to ensure the client signs for all the segments of market so that in future there is no problem. Example – If currently a client is not willing to sign the F&O segment, we need to get it signed so that in future if the client wishes, it can be activated easily.

5. A properly filled model KYC is also available on the website and anyone can download the same and take reference in filling the KYC.

6. After the client fills and deposits the KYC to branch/sub broker, branch checks it and sends it to RO through courier/hand delivery for further processing.

RO/BRANCH	CONTACT PERSON	EMAIL ADDRESS	PHONE NO
KOLKATA	BIVASH	bivash_saha@lkpsec.com	9330101625
DELHI	RAIS	rais_khan@lkpsec.com	9310548919
PUNE & NASHIK	KIRAN	kiran_shinade@lkpsec.com	9370672374
CHENNAI	SANTHANAM	santhanam_n@lkpsec.com	9381501675
COCHIN	PAULSON	paulson_cochin@lkpsec.com	9387908297
BANGALORE	SURESH	suresh_babu@lkpsec.com	9379481501
HYDERABAD	HARBACHAN	harbachan_hyd@lkpsec.com	9346268419

7. RO receives it and does the verification of KYC, if the documents are complete then the RO enters the data in the HYPER Kyc platform and all the supportive documents & agreements are uploaded in Hyper software for approval by HO but in case of any rejection from RO itself, RO co-ordinates with Branches for rectification.

8. HO downloads the data from Hyper , verifies and approves it for trading.

9. Vijay (vijay_gaonkar@lkpsec.com), Shekhar (shekhar_g@lkpsec.com) -Their contact no is 022-66351255 and sayed (faiyaz_sayed@lkpsec.com) - contact no is 022-66351262 at HO take care for approvals of KYC on PAN india basis.

10. In case the KYC is rejected by HO than HO co-ordinates with RO for doing the needful . RO in turn co-ordinates with Branches & Sub brokers for rectification.

11. A welcome letter is being sent to the client through courier along with User id and Password (to access back office), it will also contain client code, details, DP details, DP book etc. In case of online clients the user id and password will go to client through his email address. With this the client can view his all back office details as well as contracts.