

Write-up on process followed for e-mail id and mobile number
V.03.20.01

We have put in place system of checking common email id and mobile number through our back office software. While verifying KYC documents received from client, our system gives pop up when it finds common email id or mobile number while entering data in back office system. KYC Team verifies relationship declaration received with pop up given by system. In case it does not match with declaration or non-receipt of declaration, client is not activated.

For existing clients, we are sending letters to the client for Updation of their relationship and collecting relationship declaration from the client format of the same is attached herewith as annexure A.

After verification and proper confirmation basis account will be activated in our system.

For LKP Securities Limited.



Annexure A
Relationship Declaration

To,
LKP SECURITIES LTD.
MUMBAI

Dear Sir,

Sub: Self declaration to accept common email id in my KYC.

I/We

.....(Name of account holder) hereby request LKP Securities Ltd. to accept common email id i.e. _____ and Mobile No. _____ mentioned in my KYC as it is being commonly used by me/us under the following conditions prescribed by exchange.

- Family members who include

- (a) self,
- (b) Spouse,
- (c) Ddependent children and
- (d) Dependent parents.

(b) Demat accounts with same first holder PAN but with different patterns of holding.

(c) Non-individual account: Mobile number and/ or email id of the authorized person held by the said authorized person in his/her individual capacity.

I/We, hereby state and confirm that what is stated above is true and correct information. And, it shall be my/our responsibility to receive and read the communications sent by LKP on the said id.

I/We agree to indemnify and keep LKP SECURITIES LTD indemnified at all times from and against all costs, charges, damages, penalties (including reasonable attorney fees) suffered and /or incurred by LKP SECURITIES LTD for any act done or omitted to be done by me/us on the above declaration.

Yours Faithfully,

CLIENT CODE/UCC CODE-
Signature of the applicant/ Authorised