

## **MOHANLAL HEMCHAND PVT LTD.**

### **KRA Policy**

- As per the new KRA Regulations, we have registered ourselves as an intermediary with the CDSL Ventures Ltd (CVL) for KRA registration process of our clients. We have started the process to comply with KRA regulations for the KYC opened after January 2012.
- As per KRA Policy, for all new client registrations after January 2012, the clients are required to sign the KYC forms for KRA registration for respective category along with the regular KYC Forms for back office as mandated by SEBI. All clients are required to submit one extra copy of necessary documents along with copy of PAN Card and Address proof with self attestation specifically for the purpose of KRA registration with original documents for verification.
- For all old clients, the clients are required to fill and submit the KRA forms along with necessary documents along with original documents for verification as and how their trades are executed by us. Trying to take necessary precaution that the client is registered with CVL KRA within 3 months of execution of any trade after January 2012.
- We capture the data of the client online on CVLKRA website and verify the details for accuracy. A list of the clients is created whose data is fed online. All the KRA forms with necessary documents are submitted at CVL KRA office at P.J.Towers and an acknowledgment copy is maintained for back office purpose. We ensure that the client forms are submitted to CVL KRA office within 10 days of feeding the data online.
- The status of all the KRA Forms submitted is checked on a regular interval and follow up action is taken in case any registration are on "Hold" due to some discrepancy.
- All clients are asked to furnish any changes in personal data at the end of each financial year and the change in the data is effected in the records of CVL KRA.