

# Offline Physical KYC for Shreni Shares Limited

## Process Flow Chart

1

### Client Meeting & Document Collection

SSL Sales/RM team either visits the client or hosts them at the office to collect the duly filled and signed account opening form/kit along with valid self-attested KYC documents (*for clients not registered with KRA*).

2

### KRA Verification & Re-KYC (*if applicable*)

If the client is KRA-registered, documents are fetched from the KRA portal and matched with the KYC form. In case of discrepancies, a KRA Modification/Re-KYC form is collected along with updated valid proofs.

3

### In-Person Verification

The SSL Sales/RM team verifies the documents against originals, reconfirms client contact details (email, mobile, correspondence & permanent address), and re-verifies general details (marital status, occupation, income, net worth). A PEP (Politically Exposed Person) check is also conducted.

4

### Document Handover to KYC Team

The complete account opening kit along with client KYC documents is submitted to the SSL KYC team by the Sales/RM team.

5

### KYC Review & Background Check

The SSL KYC team reviews all documents, verifies PAN through the PAN portal, checks existing KRA/CKYC registration, and conducts background verification using SEBI, NSE, BSE, and UNSC debarred lists.

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## *Process Flow Chart*

6

### **KYC Processing & Account Creation**

After successful verification, the client's KYC is processed and the account is opened.

7

### **Regulatory Intimation**

KYC details are submitted to the Exchanges and Depository as required.

8

### **Account Activation & Welcome Kit Dispatch**

The account is activated, and a Welcome Kit is sent to the client. This includes:

- **Client Registration Form**
- **CML Copy**
- **Welcome Letter**
- **Rights & Obligations of Stock Brokers, Sub-Brokers & Clients**
- **Terms for Internet & Wireless Trading Facilities**
- **Risk Disclosure Documents (Capital & Derivatives Market)**
- **Do's & Don'ts for Trading**
- **Rights & Obligations of Beneficial Owners & Depository Participants**