

# MACONOCHIE & CO

## Client Acceptance Policy

### 1. Client identification

Before opening any Trading account with us, the following measures shall be taken:

- In person verification of the client
- Identify beneficial ownership and control, i.e., determine the persons who beneficially own/control the account.
- Collect information about client's background, occupation and Also check the name of the introducer.
- Collect and verify all original documents from the client.
- Collect a certified copy of valid documents showing details of his permanent address, current address, PAN, nature of his occupation, financial status and also a recent photograph.
- For clients trading in F&O segment, documentary proof of his Financial details will be collected.
- In case of Corporate client, collect copies of certificate of incorporation, Memorandum of association and other documents as required by SEBI
- In case of Corporate client, collect adequate information of the persons authorized to deal on behalf of the company.
- Prior experience in stock market

### 2. Client Categorisation

Each client will be marked into 3 categories, High Risk, Medium Risk and Low Risk from the point of view of the anti money laundering laws. The categorization will be made based on the following parameters/ factors of risk perception:

- High Networth Clients
- Trusts/NGOs/Charities receiving donations
- Companies having close family shareholdings (The above are considered of High Risk as per SEBI guidelines) The other parameters are nature of business activity, trading turnover, manner of making payment etc. Provision will be made in the back office software for noting categorization of each client. The high-risk client will require regular KYC update.

The clients will be placed under low, medium and high-risk category based on their turnover per day. Corporates / HNIs having respectable social and financial standing, Clients who make payment on time and take delivery of shares can be considered as Low

### 3. Suspended Persons

SEBI and other authorities suspend or debar persons / entities from participating in securities market on several instances. We ensure that such persons do not trade through us.