

Samco KYC & Account Opening Policy

SAMCO SECURITIES LIMITED

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At Samco Securities, your trust is our most valuable asset. To ensure a secure and transparent investment journey, we adhere to the Know Your Customer (KYC) and Account Opening procedures as mandated by SEBI, NSE, BSE, and other regulatory authorities. This policy outlines, in clear and simple terms, the account opening process, the required documents, and what clients can expect at every stage.

Types of Accounts You Can Open

Samco offers multiple account types to meet the diverse needs of investors. Clients may open an Individual Resident Account, Non-Resident Account (NRE/NRO), Minor Account (under the guardianship of a parent or legal guardian), Hindu Undivided Family (HUF) Account, Corporate, Partnership, or LLP Account. Joint accounts are also permitted, enabling multiple individuals to operate an account together. Each account type requires specific documentation, and clients are encouraged to review the detailed checklist on our website before initiating the account opening process.

Documents Required

For most Individual Resident Accounts, the following documents are required:

- PAN Card
- Aadhaar Card
- Recent Photograph
- Scanned Copy of Signature
- Cancelled Cheque or Bank Statement (for bank account linkage)
- Income Proof (ITR, Form 16, or Bank Statement for trading in derivatives or F&O)

For non-individual accounts such as Corporate or Partnership entities, additional documents like Certificates of Incorporation, Memorandum and Articles of Association, Partnership Deeds, or LLP Agreements are required. NRIs must provide copies of their Passport, Visa, and Overseas Bank Details. Since document requirements vary by account type, clients may contact our Helpdesk team for personalized guidance and assistance.

Why KYC is Important

KYC is a mandatory regulatory requirement that ensures verification of identity and address before clients begin their investment journey. It helps protect against fraud and misuse, ensures compliance with SEBI regulations and the Prevention of Money Laundering Act, and creates a secure environment for trading and investing. Completing KYC guarantees that accounts are uniquely identified, transactions are secure, and funds remain protected.

Account Opening Process

Samco Securities offers two account opening methods: Online and Offline.

1. **Online Process:** Designed for speed and typically completed within 48–72 hours. Clients must register their mobile number and email, verify them via OTP, and provide PAN details, date of birth, and other personal information. Documents such as PAN, Aadhaar (via DigiLocker), bank proof, photograph, and digital signature are uploaded. Video In-Person Verification (IPV) is conducted in compliance with SEBI requirements. Aadhaar e-signing is facilitated through authorized providers. No account opening charges apply, and clients may cancel requests before activation without fees.
2. **Offline Process:** Typically takes 5–7 working days. Clients download the account opening form, fill it out, attach self-attested documents, and courier them to Samco's Mumbai office. Upon verification, the account is opened and details are shared with the client.

Data Privacy & Security

Samco prioritizes confidentiality and data security. All client documents and personal information are encrypted and accessible only to authorized personnel. The organization follows SEBI-mandated cybersecurity and privacy guidelines to prevent unauthorized access, misuse, or disclosure.

Re-KYC and Updating Details

Clients must ensure their details are up-to-date. Accounts inactive for more than 725 days are classified as dormant and may be restricted until re-KYC is completed. Updates such as address, bank details, email, mobile number, nominee, or income proof can be made via the Samco Star Back-Office portal. Supporting documents and Aadhaar-based e-signing may be required. Most updates are processed within 72 working hours.

Account Closure Procedure

Clients may request account closure anytime by submitting a duly signed closure form, ensuring no outstanding dues or securities remain. Upon receipt, Samco processes the request within 7 working days, subject to regulatory compliance checks.

Service Timelines

- Online account opening: 48–72 hours
- Offline account opening: 5–7 working days
- KYC upload to KRA/CKYCR: Within 10 days of activation
- Client registration documents: Within 7 working days of UCC generation
- Trade-related documents (contract notes): Within 24 hours of trade execution
- Funds settlement: T+1 basis
- Re-KYC updates: Within 24–72 working hours

Client Responsibilities

Clients must carefully complete all forms and ensure accurate details. It is mandatory to register a mobile number and email for regulatory alerts. Funds must only be transferred to Samco's designated accounts. Any changes in personal details must be promptly communicated. Clients are expected to thoroughly read account opening documents before signing or completing Aadhaar-based e-signing.

Clients are strongly encouraged to register nominees during account opening. SEBI allows multiple nominees with percentage-based allocation of holdings, safeguarding investor interests.

Reference to Policies & Guidelines

For complete transparency, clients can access the official Samco Guidelines and Policies page at: <https://www.samco.in/guidelines-and-policies>

Available resources include:

- Disclaimer
- KYC & Account Opening Policy
- Investor Charter
- Rights and Obligations
- Risk Disclosure Documents
- Policies on Order Handling, RMS, and Client Code Modifications
- Grievance Redressal Mechanism
- Other regulatory guidelines

Clients with unresolved grievances may escalate to SEBI's SCORES portal or the stock exchange investor grievance cells.

Our Commitment to Transparency

We are committed to making account opening simple, transparent, and fully compliant with the law. From submission to activation, clients are informed of timelines, verification processes, and next steps. Every client receives a copy of their registration documents. For support, clients can write to support@samco.in or call our customer care team.

Annexure A – Document Checklist

1. Individual Resident: PAN, Aadhaar, Photograph, Signature, Bank Proof, Income Proof (for derivatives)
2. NRI (NRE/NRO): Passport, Visa, Overseas Address Proof, Indian Bank Proof, PAN
3. Minor: PAN & Aadhaar of Guardian, Minor's Birth Certificate
4. HUF: PAN of HUF, HUF Deed, PAN with ID proof of Karta
5. Corporate / LLP: Certificate of Incorporation, MOA/AOA, Board Resolution, PAN, Address Proof, KYC of Authorized Signatory
6. Partnership Firm: Partnership Deed, PAN, Address Proof, ID proofs of Partners

Policy Amendments

Samco Securities Limited reserves the right to review, update, or amend this policy at its sole discretion without prior notice, to remain aligned with applicable laws, regulatory requirements, and organize