**Investor Grievance Mechanism**

Investors can write to us by our designated Email id grief@kkjsec.com, Nikhil@kkjsec.com, nikhiljalan@hotmail.com, made available on our Company website ([www.kkjsec.com](http://www.kkjsec.com)) and KYC forms while opening of client account. They can also visit any of our offices and write a complaint in the Complaint Book made available on the reception of every Branch or sub broker office.

The mails are directly sent to our Director/ Compliance officer, Mr. Nikhil Jalan, who looks into the matter personally and a resolution towards the same is attained within 48 hours from receipt of the said complaint. In case of more time is required for resolving the said grief, the applicant is well informed vide an email / phone call.

# Policies related to Inactive account

Clients who have not traded for more than six months will be treated as dormant account or inactive client account and will be activated on the request of Head Office – Compliance officer / Branch Manager / Regional Head / Sub broker / Remisier / Authorized person , on the completion of the following documents and letter from the respective client . The duly signed documents along with necessary annexure should be forwarded to the KYC department for reactivation and KYC Team Will request to ADMIN team for the reactivation in Front end and back end software.

**ACCOUNT RE-ACTIVATION FORM**

**Kamal Kumar Jalan Sec. Pvt. Ltd./ Priyasha Meven Finance Ltd.**

R-404, Rotunda Bldg., M.S Marg, Fort, Mumbai-400001.

**(To be filled by the client)**

|  |  |
| --- | --- |
| Client Code  |  |
| Client Name  |  |
| Branch Code  |  |
| Reason for Reactivation  |  |
| Introduced by / Name of the Sub broker |  |

I/We hereby request you to please reactivate my /our account and treat this form as intimation for re-opening of the account. I/We hereby confirm that all the information’s provided to you with initial account opening are the same , and / /We do agree to abide by the exchange rules and notifications issued till date.

**----------------------------------**

**Client‘s Signature and Date**

FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| Client Code  |  |
| Client Name  |  |
| Date of Last transaction  |  |
| Date of Activation  |  |
| Are all account documents are complete  |  |
| Checked and updated by  |  |

ADDENDUM

A**DDENDUM FOR CLIENTS OPTING FOR EQUITY Y TRADING**

|  |  |
| --- | --- |
| Applicant Status  | Individual / Non Individual  |
| Form Number  |  |
| Further to the KYC already signed with you , I have to submit the following additional details  |
| Name of the applicant / Entity  |  |
| Net Worth  |  |
| Pan No. |  |
| Address :  |  |
|  |  |
|  |  |
|  |  |
| Telephone/Mobile no. |  |
| Email id :  |  |
| Financial Details along with supporting documents : Tick  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Below Rs.1,00,000 |  | Rs.1,00,000 to 5,00,000 |
|  | Rs. 5,00,000 to 10,00,000 |  | Rs.10,00,000 to 25,00,000 |
|  | Above Rs.25,00,000 |  |  |

 |
| Name of supporting document  |  |
| Details of any action taken by SEBI/FMC/Stock Exchange /Commodity Exchange/ any other authority  |
|  |

The details furnished by me/us are true to the best of my/our knowledge and belief, and I/we undertake to inform you of any changes therein immediately in writing. In case if any of the above information is found to be false or untrue then I am /we are to be held liable for it.

I/we further undertake that i/we shall indemnify and keep indemnified **M/s Kamal Kumar Jalan Sec. Pvt. Ltd.** / **Priyasha Meven Finance Ltd.**or its Directors or its employees from and against any loss, claims, liabilities, obligations, damages, deficiencies, actions, suits , proceedings or liability suffered or fastened due to any incorrect , wrong , false , misleading representations provided /disclosed by me/us to **M/s Kamal Kumar Jalan Sec. Pvt. Ltd./ Priyasha Meven Finance Ltd.**

**----------------------------------**

**Client‘s Signature, Name, Place and Date**