BP WEALTH

Circular No: BPW/2021/3

July 14, 2021

Dear Sir / Madam,

Sub: Mandatory Client Details

We refer to NSE Circular bearing reference number NSE/ISC/47869 and BSE Circular bearing reference number 20210401-53 dated April 01, 2021 and subsequent exchange circulars.

● The exchanges have directed us to cross-verify below mentioned details of all existing clients as well as new clients:

- Name
- PAN (Aadhaar Linking)
- Category
- Complete Address
- PIN Code
- Mobile Number
- Email ID
- Income Details

● You are requested to provide separate email id and mobile number for each account.

● Same email id and mobile number will not be only allowed in more than one account except they are family accounts. Family Account defined by exchanges is as under:

- Spouse
- Dependent Parents
- Dependent Children

● In case the you fail to comply with any of the above details, the status of your account shall be **marked as "Closed" or "Inactive" in the UCC system by the Exchanges after July 31, 2021.**

● **You will not be allowed to do any transaction in your account once UCC status marked as "Closed" by the Exchanges.**

● Client who has not done any transaction from last 12 months will be identified as a dormant account and he/she will be marked as **"Inactive"** in back office and UCC system of the exchanges.

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● Please note below additional point about linking of PAN with AADHAAR:

> *"As per the notification issued on February 13, 2020, by the Ministry of Finance, it is also mandatory to link Aadhaar Card with your Pan Number. If the same is not done then the Pan Number of the said client will become inoperative under the Income Tax Act. Revised deadline to link Aadhaar Card with Pan Card is September 30, 2021."*

● **Procedures to Modify Email, Mobile Number and Income Details Online:**

You can view and modify your details such as email, mobile number and income details from home page of the client back office login. Kindly refer manual (attached) to give online modification request.

● For activation of a dormant account, the client shall submit duly filled and signed "Reactivation Form" along with income proof. (Format attached).

● To modify any other details other than email, mobile number and income details, you can send duly filled modification form to us.

You may write to **support@bpwealth.com** in case any clarification required.

Thanks and regards,

Jatin Shah
Compliance Officer

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Frequently asked questions:

- **How to check the status of your PAN – AADHAAR linkage?**

Answer: Kindly click on below link to check the status of your PAN – AADHAAR linkage:

https://eportal.incometax.gov.in/iec/foservices/#/pre-login/link-aadhaar-status

- **How to link your PAN with AADHAAR?**

Answer: Kindly go to below link and follow the process to link your Pan with Aadhaar:

https://eportal.incometax.gov.in/iec/foservices/#/pre-login/bl-link-aadhaar

- **How to login client back office?**

Answer: Please refer manual attached with this circular. Link to login is as under:

https://tradeweb.bpwealth.com:8088/tradeweb/Login.aspx

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Changes in Client Master Information using TradeWeb (Client Back Office)

Your Details as Registered with us:	
Name :	[redacted]
Address :	[redacted]
	[redacted]
	[redacted]
	[redacted]
Email :	[redacted]
Telephone :	[redacted]
PAN No. :	[redacted]
Status :	Active
Bank Name :	KOTAK MAHINDRA BANK LIMITED - [redacted] MUMBAI
Bank A/c Number :	[redacted]
MICR / IFSC :	400485045 / KKBK0000643
DP ID :	12028700
Demat A/c Number :	[redacted]

There are some changes to this data.

We have added facility to allow clients to edit some of their critical information like Email, Mobile Number, and Annual Income details using TradeWeb.

Process for Clients:

- Client needs to Login to TradeWeb
- On the main page, below the registration details there is option to specify that there are changes to details currently on master record. Click **changes** to specify them.
- Select the option against each category of information.
- Click .**Continue**

OTP will be sent thru SMS and Email.

Details As Per Record		Select
Mobile :	[redacted]	No Change Required / Send OTP for verification
Email :	[redacted]	No Change Required / Send OTP for verification
Gross Annual Income :	Below Rs. 1 Lac	No Change Required / Send OTP for verification

Cancel Continue

New details		
Email :	[redacted] Owner : Self Send OTP	Enter OTP :
Gross Annual Income :	Gross Annual Income : Below Rs. 1 Lac As on Date : 31st March 2021	Upload Income Proof (Not above 500kb) Choose File No file chosen For Trading in Derivative Segment Gross Income Document is Mandatory (Supported types : JPEG/PNG/PDF/TIF/BMP)

Cancel Continue

- Enter OTP(s) and select .**Continue**.
- Update new information for each item of modification and click .**Send OTP**.
- OTP will be sent on new mobile or email if mobile number or email is being modified else on existing registered mobile/email.
- Click .**Continue**.

- On successful submission of OTP, request for client modification will be registered and message to that effect will be shown on the screen.

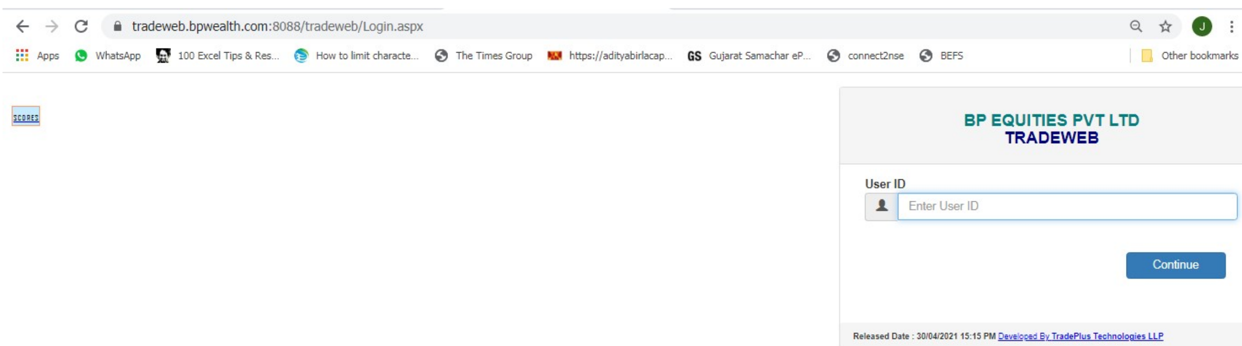
- **In case of changes in Gross Total Income, Income Proof must be uploaded if client is registered for F&O Segment.**

Step 1:

Login to https://tradeweb.bpwealth.com:8088/tradeweb/Login.aspx

Enter User ID

Please enter your trading code assigned to you and click to "Continue".



Step 2:

A) Enter Password (If you remember password)

or

B) Click on "Get Password" (If you do not remember your password, you will get password on your registered mobile number)