

## **Steps for Opening Trading and Demat Account**

Trading/ Demat account can be opened off-line(Physical KYC Form). Detailed write-up on the process is given below:

### **A. Procedure for Off-line/ Physical Account opening:**

1. Obtain Physical KYC from the Head Office, Branch, Authorized Person or download the same from Website.
2. Fill the required details as indicated in the each field.
3. Follow the instructions specified in the form for completion.
4. Complete the KYC in all respect particularly the following fields:
  - (a) Segment/ Exchange Details
  - (b) Bank Account Details
  - (c) Demat Account Details
  - (d) Address/ Registered Address
  - (e) Mobile no
  - (f) Email ID
  - (g) PAN
  - (h) Nomination details
  - (i) Income/ Profession details
  - (j) Details of any past action
  - (k) Photographs
  - (l) Any other details as required.
5. Income details and Proof of income is mandatory in case of clients willing to trade in Future & Option segments or Commodity Derivative segments.
6. Nomination details shall be specified in case of Individuals.

7. Submit required Documents as specified in the instruction specified in the KYC. In case of Individual submit Proof of Identity and Proof of Address. In case of non-individuals, provide Board Resolution, Partnership Deed, AOA/ MOA, Certificate of incorporation etc.
8. Provide Bank Proof and Demat Account Proof.
9. Documents shall be verified with Original. In-person verification shall be carried out.
10. Submit the form along with required documentary proofs duly signed, stamped and complete in all respect.
11. If the information is correct, account shall be opened. Discrepancies or shortcoming shall be communicated for rectification and reconsideration.

# Trading / Demat Account Opening Form

➤ Documents to open Trading / Demat account:

## PROOF OF IDENTITY

- Permanent Account Number (PAN) Card – Mandatory
- Voter ID Card
- Driving License
- Passport
- Aadhaar Card
- Any other valid Identity card Issued by Central or State Government

## PROOF OF ADDRESS

- Voter ID Card
- Driving License
- Passport
- Ration Card
- Aadhaar Card
- Bank account statement or bank passbook
- Utility bills, e.g. electricity bill or gas bill.

- PAN Card: Mandatory Document & also Proof of Identity.
- Same document like Driving License/ Passport.
- Cancel Cheque & Signature Photocopy.

# Trading/ Demat Account Opening Form

Proof of Income (for investors who chose to trade in Derivatives - F&O/Commodities/Currency)	Proof of Bank Account (any one)
Bank account statement for last 6 months	Cancelled Cheque (with name of investor above sign here section)
Latest Salary Slips/ Form 16 in case of salaried person	Bank Passbook {with Indian Financial System Code (IFSC)}
Copy of ITR Acknowledgement	
Passport	
Copy of Net-worth Certificate issued by a Chartered Accountant	
Statement of Demat holdings	

# **Documents in Account Opening Forms**

## **- Trading & Demat Account**

➤ Account Opening Form has two type of documents :

### **MANDATORY DOCUMENTS**

- Rights & Obligations of Stock Broker and Investor.
- Uniform Risk Disclosure Documents.
- Do's and Don'ts for trading on Exchanges.
- Policies and Procedures of Stock Broker.
- Tariff Sheet.

### **VOLUNTARY DOCUMENTS\*\***

- Running Account Authorization.
- Power of Attorney (PoA).
- Electronic Contract Note (ECN) Declaration.
- Consent for electronic communication and receiving alerts (Email/ SMS).

