

Account Opening Procedure-Trading

- ❖ **The account opening form must be filled in all respects**
- ❖ **Address proof(adhar card, driving licence, utility bill approved by government), name proof(pan card) and bank proof(cancelled cheque leaf, front page of bank passbook or account statement duly sealed and signed by bank)must be self attested and attested by AP, six months bank statement must be submitted if clients wishes to trade in anything other than equity segment**
- ❖ **After verification and checking for errors, account opening process is done by entering all the relevant details in the back office**
- ❖ **The scanned copy of proofs submitted is entered into trading back office software as well**
- ❖ **An output file will be generated which is then uploaded to the respective Exchange Portals for activation of the account**
- ❖ **Using proofs submitted ,the clients are registered in KRA and CKYC**
- ❖ **Welcome letter and a scanned copy of account opening book is sent to client at the end of the process.**

Account Opening Procedure-DP

- ❖ **The DP account opening form must be filled in all respects**
- ❖ **Address proof(adhar card, driving licence, utility bill approved by government), name proof(pan card) and bank proof(cancelled cheque leaf, front page of bank passbook or account statement duly signed and sealed by bank)must be self attested and attested by AP, six months bank statement must be submitted if clients wishes to trade in anything other than equity segment**
- ❖ **After verification and checking for errors account opening process is done by entering all the relevant details in the back office**
- ❖ **Only signature needed to be scanned and uploaded**
- ❖ **An output file will be generated which is then uploaded to the CDSL server**
- ❖ **And if process is done DP number is generatedWelcome letter and a scanned copy of account opening book is sent to client at the end of the process.**