

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

Trading/ Demat account can be opened either online (Through E-KYC) or 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 Registered Office, 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.

### **E-KYC:**

1. Login to website
2. Select EKYC option to start the EKYC process
3. Verify the mobile no. and email id through OTP
4. Submit PAN, Date of Birth and Aadhar details
5. PAN verification shall be carried out
6. Aadhar and PAN shall be fetched from Digilocker/ KRA. Enter Aadhar detail in Digilocker portal.  
Enter the temporary OTP issued and continue
7. Enter remaining details and submit the same one by one as applicable:
  - a) Trading Preference
  - 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.
8. Add Nomination details. If the nominee details are not same as yours then untick the checkbox given and add the required details
9. Enter Bank Details. Bank will be verified by Penny dropping or based on documents submitted
10. In-Person verification: Submit following details like selfie, Signature, PAN Card picture and video for in-person verification and follow the indicated process.
11. Upload the documents as indicated.
12. Submit the documents. A copy of KYC set will be received on the email for verification.
13. Verify the documents and proceed for E-signature.
14. Enter OTP and make the final submission.
15. Approval shall be communicated by email / SMS. In case of any discrepancies, the same shall also be communicated and resubmission shall be allowed.