

Detailed write up on A/c Opening process

A trading account can be opened both online by uploading documents and in the traditional offline method by sending physical KYC forms and necessary documents via courier or through branch offices.

You can choose the traditional method of opening a trading account i.e. to send a physical KYC form along with other necessary documents.

Documents Needed:

1. PAN
2. Aadhaar
3. Canceled cheque leaf (bank proof)
4. Identity proof of nominee if any
5. Address proof (Applicable only if your correspondence address differ from permanent address)
6. Financial proof (in case of derivatives segment)

Needed

Physical KYC Process:

Step 1: Fill out the trading account opening form and furnish the required documents like proof of identity, proof of residence, and proof of income. You can use the Aadhaar card or passport as proof of residence and a copy of your Aadhaar card or PAN card as identity proof. Note that the PAN card is compulsory for opening a trading & demat account.

Step 2: After submitting the documents, your broker will do a KYC in person verification, or you will have to do online verification.

The account opening form (KYC) has two types of documentation requirements; among which some are mandatory. These include rights and obligations of stock brokers and investors, Uniform Risk Disclosure Document, Do's and Don'ts for trading on exchange, stock broker policies and procedures and tariff sheet.

On the other hand, the optional documents include running account authorisation, Demat Debit and Pledge Instruction (DDPI), electronic contract note declaration, consent for electronic communication, and receiving alerts via email/SMS. These voluntary documents are submitted if the investor is opting for additional services.

When you view a trading account opening form, you can see sections like:

- Bank account details
- Depository account details
- Trading preference in which you need to select the segment in which you would like to trade, whether cash and sign against the selected segment .
- Dealing through sub-brokers or authorized persons or other stock brokers · Choosing standing instruction, email id etc.
- Disclosing the past actions or proceeding
- Providing details of the introducer who is introducing you to stock broker and their signature

- You should go through all the documents as well as understand the charges and tariffs applicable and clarify and verify before submitting above mentioned declaration
- Nominate a person who can claim the securities in unfortunate circumstances like your death
- Opt out nomination facility is also available, but it is advisable to nominate a person for hassle free transfers as per applicable laws
- Next is consent to instruction to maintain running account, which is voluntary
- Consent for electronic contract note declaration, which is voluntary
- Finally, you get to provide equity brokerage details
- Acknowledgement of receipt of standard set of documents

The following documents must be attached with a KYC application form:

- Photocopy of your PAN card
- Identity proof such as Aadhaar, Passport, Voter ID, Driving License, PAN or any other authorized photo identity.
- A latest passport-size photograph.
- Address proof such as Ration Card, Passport, Voter ID, Driving License, Bank Passbook, Electricity Bill, self-declaration from High Court or Supreme Court, or any other identity card, or Address Proof, issued by a recognised authority.

Some important regulations that are applied to the KYC form that you must consider are:

- Common KYC form for all investment types registered at the stock exchange. · Similar set of documents for KYC of all kinds of investment types.
- There are two different forms for individual and non-individual investors.
- Complete the KYC form in all respects and strike-off the blank fields.
- Do not sign an empty form.
- Cross out any page that you leave blank.
- Know the documents required to be submitted to your broker.

After you successfully submit the above form and documents, your broker will open a trading account in your name. You will then get a unique identity number known as a Client Code. You must use this quote for every trade that is carried out on your behalf by the broker.

