

## **Customer Identification Procedure (FOR OPENING NEW CLIENTS)**

Procedure of client account opening is as follows:-

- Client should be introduced by the existing clients/staff, branch or Authorised Person of the company or person known to company.
- Client should be interviewed by the employee of the company (i.e. IN PERSON VERIFICATION is carried out before opening of the accounts).
- Collect the Pan Card of each client and verify the same from Income Tax web-Site with Aadhar linking, SEBI Ban file.
- Collect the proper proof of address from client like Aadhar Card, ration card, telephone bill, rent agreement, driving license, passport, bank statement etc.
- Collect the proper proof of bank account like Bank Statement along with Cancel Cheque.
- Verify the all the documents from the original and put the stamp of verified on documents.
- Verify the Mobile number, Email ID with calling and sending email to clients.
- In case of opening of account of illiterate person, extra care should be taken and get the thump impression of person notarized.
- In case of opening of corporate account take the copy of board resolution duly certified by the director/company secretary and all related documents.
- It is verified that either the client is already registered or is being registered for the first time. We update the client's data on CVL KRA or NDML KRA and CKYC before account opening of DP & Trading Account.
- After opening the account we will send Welcome letter to New Client.

**CLIENT COMING IN HEAD OFFICE FOR ACCOUNT OPENING**



**IMPERSON VERIFICATION**



**DOCUMENTS VERIFICATION**



**PAN VERIFICATION & PAN ADHAR LINK CHECK**



**FILLUP THE FORM**



**MOBILE NO AND EMAIL ID VERIFICATION**



**DP ACCOUNT OPEN AFTER CKYC & KRA VALIDATION**



**DOCUMENT SCAN FOR CKYC & KRA UPLOAD**



**TRADING ACCOUNT OPEN AFTER DP ACCOUNT**

**WELCOME LETTER SMS & EMAIL SEND**



**SMS & EMAIL SEND TO CLIENT AFTER TRADING ACCOUNT OPENING**