

Steps for Opening an Account with GRD

➤ Opening an Account using Hard copy of Account Opening Form

- 1) A Client can open a new Account with us using the Hard Copy of Account Opening form instead of going through EKYC Process.
- 2) To open the account by manually filling up the form, Client has to first collect the physical copy of the form, the following are the different ways to collect the physical copy of the form:
 - a) Collect the form from Our Head Office or any branch office (list of braches are listed in Our Website).
 - b) The soft copy of the form can be sent to the Client through E-mail on Client Request. Client has to take print-out of the form and then fill up the form.
 - c) Client can also download the KYC Kits from Our Website (www.munibroking.com) by going to Client Care menu
- 3) The Client has to properly fill up the hard copy form in all required places of the Account Opening Form, submit all the documents and put his/her signature at required places.
- 4) After that, the client has to either submit the form physically at the HO / Branch at the Receiving desk or courier the form to Head office.
- 5) The form is received at the Receiving Desk, after preliminary screening and entry in database it is forwarded to Verification Desk for E-mail Id Verification and PAN Verification.
- 6) On verification, if the Account Opening Form and documents are found to be OK, they are forwarded to the Verification Desk again for phone verification of the Client. AOFs which do not fit the Account Opening Norms are reported to the Clients, if any for rectification and re- submission.
- 7) After creating Accounts in Depository, Exchanges, generating Unique Client Code and completing KRA and CKYC Process, the AOF is forwarded to the concerned teams for generation of Welcome E-mail and Welcome Call to the Client. Simultaneously, the Welcome Kit is mailed to the Clients' registered E-Mail Id.
- 8) The next process is physically sending the Welcome Kit consisting of the DIS Booklet and Demat Client Master to the Client within 7 days from the date of Account Activation. In addition, an E-Mail is also sent to the Client containing soft copies of the relevant portions of the form and documents and bank account details of the Company.
- 9) For any help required in filling up the Account Opening Form or any Account opening related support, the Client can call Our KYC Team at the no. 3501 5555 or write at backoffice@munibroking.com.

➤ Opening on Account Online (Facility available for Individual(s) Clients only

An Individual Client can open an account online by going to GRD Online – Online KYC or simply [click here](#) and follow the instructions.