

## ACCOUNT OPENING PROCESS

Below are the steps followed to open an account:

1. Once an account opening form is received, it is checked to verify if all fields required are filled and signed appropriately, along with the required supporting documents for the type of account.
2. In case of any deficiency in the form/supporting docs, the form along with docs are returned to the client after intimation of the discrepancy over the phone/email/letter.
3. In case of proper form and supporting docs, the KRA status of the PAN is checked along with details as per KRA database (if PAN is registered) and the details mentioned in the form. If there is any difference between details mentioned in the form and that in KRA database, the KRA database is updated. In case PAN is not registered in KRA, a new record is entered and documents uploaded as per requirement.
4. The same process (step 3 above) is done with CKYC database.
5. Once KRA as well as CKYC is registered, demat account is opened first (if requested by client), followed by trading account (if requested by client). The accounts once opened and approved by DP/Exchange, is mapped to respective dealer(s) trading terminal.
6. Intimation of account opening along with copy of client masters and other statutory documents is sent to the client as part of the welcome kit.