

Procedure for opening for opening an account with Flowchart

- 1- Collect the account opening form & other documents from our corporate office according to your status
- 2- Fill the forms including Mobile number and Email Id. Attach documents required for:-
 - Proof of Identity (Pan, Aadhaar card, Passport, Voter Id, Government issued identity)
 - Proof of address (Aadhaar card, Passport, Driving License, Bank Statement, Latest Electricity Bill not more than three Months old)
 - Photograph
 - Cancel Cheque for bank proof
 - Filling the entire form is compulsory
 - NOMINATION (Provide Guardian details if the Nominee is Minor)
- 3- Client is requested visit our office for in-person verification with all the original documents. Account opening form will be verified for correctness of information with the original documents.
- 4- PAN will be verified from Income Tax Department's official website
- 5- Capture and verification of KYC at KRA & CKYC
- 6- Capturing the account at NSDL DPM System
- 7- Online verification of Punched data
- 8- Data import in DP Back office from NSDL Server
- 9- Capturing of account in Trading Back Office & Upload UCI Details to NSE/BSE
- 8- Issuance & Validation of DIS in DP Back Office & e-DPM for respective account and dispatch Client Master List & DIS to the client
- 9- Generating acknowledgement number. Client Welcome kit after opening trading account is compulsorily dispatched by Email to the registered email id.

[Flow Chart –Demat & Trading Account Opening and Client Master Modification](#)