

## A - Step-by-step procedures for opening an account

**Step-01 :-** The client has to fill up and sign Clients Registration form with CKYC and KRA form as available at our website and has to submit the same with us along with self attested supporting documents like Photo, PAN, Adhar, Cancelled cheque, Bank statement with latest, copy of ITR and Nomination form The client has to produce these original documents for verification.

**Step-02:-** After receiving complete set of documents we check up from Income Tax site. CKYC site, Debarred Pan List and other necessary due diligence.

**Step-03:-** We do in person verification in our office or do at the clients address personally

**Step-04:-** We verify KRA and do CKYC and then allot UCC code and upload the same at Exchange UCC portals :-

The image shows two forms side-by-side. The left form is the 'Know Your Client (KYC) Application Form (For Individuals Only)'. It includes sections for 'Personal Details', 'Address Details', 'Other Details', and 'Declaration'. The right form is the 'CENTRAL KYC REGISTRY / Home Your Customer (KYC) Application Form / Individual'. It includes sections for 'PERSONAL DETAILS', 'PROOF OF IDENTITY AND ADDRESS', and 'CURRENT ADDRESS DETAILS'. Both forms contain various checkboxes and text input fields for personal and address information.

**Step-05:-** After success report of UCC from Exchanges the account is opened in back office .

**Step-06:-** A welcome letter and account opening confirmation is sent to the client by mail and by hand carrier /speed post.

**Step-07:-** A copy of complete set of documents is also provided to clients for his/her record.

**Done all required steps**

