

## Procedure to open Stock Broking Account

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| Step 1 | <ul style="list-style-type: none"> <li>- Complete the Account opening application form</li> <li>- Photograph along with supporting documents for Identity proof and address proof to be submitted along with application form</li> <li>- Trading related details to be obtained (trading preference, bank and demat details, income levels etc.)</li> <li>- Nomination form / Opt out form to be submitted (applicable only for Individuals and HUF)</li> </ul> |
| Step 2 | In person verification of client to be done   |
| Step 3 | Supporting documents to be validated by the Stock Broker, other applicable due diligence to be carried out and a copy of filled AOF to be provided to the client  |
| Step 4 | KYC details to be uploaded / downloaded from CKYC and KRA portals   |
| Step 5 | Details to be uploaded in Exchange UCC and post approval of UCC by Exchange, trading account will be activated  |

## Supporting Documents

| Individuals – Resident /Non – Resident |   |
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| <b>Identity Proof</b>                  | <ul style="list-style-type: none"> <li>✓ Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ driving license.</li> <li>✓ PAN card with photograph (Mandatory)</li> <li>✓ Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their members; and Credit cards/Debit cards issued by Banks.</li> </ul>   |
| <b>Address Proof</b>                   | <ul style="list-style-type: none"> <li>✓ Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.</li> <li>✓ Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old.</li> <li>✓ Bank Account Statement/Passbook – Not more than 3 months old.</li> <li>✓ Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.</li> <li>✓ Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazette Officer/Notary public/elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.</li> <li>✓ Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks,</li> <li>✓ Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their members.</li> <li>✓ For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled) that gives the registered address should be taken</li> </ul> |

| <b>Non - Individuals</b>                                   |   |
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| <b>Identity Proof</b>                                      | ✓ PAN card of the non-Individual (Mandatory)  |
| <b>Types of entity</b>                                     | <b>Documentary Requirement</b>  |
| <b>Corporate</b>   | <ul style="list-style-type: none"> <li>✓ Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>✓ Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>✓ Photograph, POI, POA, PAN and DIN numbers of whole-time directors/two directors in charge of day-to-day operations.</li> <li>✓ Photograph, POI, POA, PAN of individual promoters holding control – either directly or indirectly.</li> <li>✓ Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>✓ Copy of the Board Resolution for investment in securities market.</li> <li>✓ Authorized signatories list with specimen signatures.</li> </ul> |
| <b>Partnership firm</b>                                    | <ul style="list-style-type: none"> <li>✓ Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>✓ Certificate of registration (for registered partnership firms only).</li> <li>✓ Copy of partnership deed.</li> <li>✓ Authorized signatories list with specimen signatures.</li> <li>✓ Photograph, POI, POA, PAN of Partners.</li> </ul>   |
| <b>Trust</b>   | <ul style="list-style-type: none"> <li>✓ Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>✓ Certificate of registration (for registered trust only).</li> <li>✓ Copy of Trust deed.</li> <li>✓ List of trustees certified by managing trustees/CA</li> <li>✓ Photograph, POI, POA, PAN of Trustees.</li> </ul>  |
| <b>HUF</b>   | <ul style="list-style-type: none"> <li>✓ PAN of HUF.</li> <li>✓ Deed of declaration of HUF/ List of coparceners.</li> <li>✓ Bank passbook/bank statement in the name of HUF</li> <li>✓ Photograph, POI, POA, PAN of Karta.</li> </ul>   |
| <b>Unincorporated association or a body of individuals</b> | <ul style="list-style-type: none"> <li>✓ Proof of Existence/Constitution document.</li> <li>✓ Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>✓ Authorized signatories list with specimen signatures.</li> </ul>   |
| <b>Banks/Institutional Investors</b>                       | <ul style="list-style-type: none"> <li>✓ Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years.</li> <li>✓ Authorized signatories list with specimen signatures.</li> </ul>   |
| <b>Foreign Institutional Investors (FII)</b>               | <ul style="list-style-type: none"> <li>✓ Copy of SEBI registration certificate.</li> <li>✓ Authorized signatories list with specimen signatures.</li> </ul>   |
| <b>Army/ Government Bodies</b>                             | <ul style="list-style-type: none"> <li>✓ Self-certification on letterhead.</li> <li>✓ Authorized signatories list with specimen signatures.</li> </ul>  |