

OFFLINE ACCOUNT OPENING PROCESS

- Clients are required to visit the head office in person to obtain the account opening application form. Then they have to complete the Trading Account Opening Application Form and attach the following documents: Proof of Identity, Proof of Address, Proof of Bank Account, Proof of Demat Account, and relevant financial income proof. Photocopies of these documents are acceptable, but clients must bring the originals for on-the-spot verification.
- The next step involves our account opening team reviewing the account opening application form along with the supporting documents. We shall conduct an IPV of the investor and if the client is staying outside the local area, then the verification can take place through online mode.
- Then the stockbroker verifies the documents and uploads KRA and CKYC of the client if found fit in all aspects.
- Once the documents are verified, they will complete the account opening process. Additionally, the team will provide you with a document detailing your rights and responsibilities as a trader or investor, as well as your relationship with your Stock Broker. This is an important document to keep for future reference.
- The stock broker after satisfying the document in all respects will allot UCC to investors.
- The next step is to upload the UCC file from the back office after allotting UCC on the exchange UCC portal.
- After uploading of the UCC the exchange will approve the account and once the same is validated then the accounts become active for ready.