

## Account Opening Step by Step

### Summarizing the steps of Opening the account are as below:-

Checking of KYC and mandatory information in the form.

In person verification.

Verification with original documents.

Checking of client with screening database consisting of sources mentioned above.

Verification of Pan with Income Tax Database.

**To Obtain Aadhaar number as required by the Ministry of Finance gazette notification dated June 1, 2017**

**(BSE notice no.20170817-36 dated August 17, 2017)**

To verify status of client in **KRA Agencies** website and compliance at the time of account opening as per SEBI

{KYC (Know Your Client) registration agency} Regulations, 2011,

Then trading code and demat number allotted to client and account was activated.

Dispatch Photocopies of KYC and Welcome Letter on the address mentioned in the account opening form.

Welcome Email send to clients designated Emailaddress.

To obtain necessary documents from non-individual clients like shareholding pattern, financial statements for past 2 years, partnership/trust deeds, etc. (Point No. D)

✚ In case of Non-Individuals, additional documents to be obtained from non-individuals, over& above the POI & POA, as mentioned below:

Types of entity	Documentary requirements
<b>INDIVIDUAL</b>	<ol style="list-style-type: none"> <li>1. PAN CARD COPY SELF ATTESTED</li> <li>2. AADHAR CARD COPY SELF ATTESTED</li> <li>3. PASSPORT SIZE PHOTO-2</li> <li>4. NOMINEE ID PROOF – PAN, AADHAR</li> <li>5. CANCEL CHQ, BANK STATEMENT COPY</li> </ol> <p>CLIENT SHOULD BE SIGN IN APPLICATION FORM.</p> <ul style="list-style-type: none"> <li>• CLIENT PAN-AADHAR SHOULD LINK BEFORE ACCOUNT OPENING</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 pass-book/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</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 registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Photograph, POI, POA, PAN of Partners.</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>
<b>Registered Society</b>	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> <li>• Committee resolution for persons authorized to act as authorized signatories with specimen signatures.</li> <li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.</li> </ul>

**1. For existing clients on going due diligence (point no. F) processes include:**

- i. Review of KYC details of all the existing active clients in context to the PMLA 2002 requirements.
  - ii. To verify status of client in KRA Agencies website and compliance at the time of account opening as per SEBI {KYC (Know Your Client) registration agency} Regulations, 2011,
  - iii. Classification of clients into high, medium or low risk categories based on KYC details, trading activity etc for closer monitoring of high risk categories.
  - iv. **To Obtain Aadhaar number as required by the Ministry of Finance gazette notification dated June 1, 2017 (BSE notice no.20170817-36 dated August 17, 2017)**
  - v. Obtaining of annual financial statements from all clients, particularly those in high risk categories at reasonable intervals.
  - vi. In case of non individuals client additional information about the directors, partners, dominant promoters, and major shareholders is obtained.
  - vii. Verify each account with SEBI debarred entity lists and UNSCR lists on daily basis.
  - viii. To update/modify any change in existing client/beneficial owner details/records and obtain required information/documents as per KYC/CDD process. (Point no. C)
  - ix. **Ongoing due diligence and scrutiny** – We shall to conduct periodic due diligence and scrutiny of client's transaction and accounts to ensure that transactions are being conducted in knowledge, to find out the risk profile, source of funds, etc. At regular interval, ongoing due diligence and scrutiny needs to be conducted i.e. perform ongoing scrutiny of the transactions and account throughout the course of the business relationship to ensure that the transactions being conducted are  
Consistent with the Organization's knowledge of the client, its business and risk profile, taking into account, where necessary, the customer's source of funds.
  - x. **Acceptance of e-PAN card for KYC purpose as per SEBI circular number SEBI/HO/IMD/FIIC/CIR/P/2017/068 dated June 30, 2017**
- For all clients applying for trading rights in the futures and options segments, further details as regards their proof of income and source of funds would be required.

**+ ACCOUNT OPENING PROCESS FLOW CHART:-**

