

WRITE UP ON THE PROCEDURE FOR OPENING AN ACCOUNT

Step- 1: Collect the Account opening form from our office premises at 1401, Excel Plaza, 90 Feet Road, Pant Nagar, Ghatkopar East, Mumbai 400075 or by courier.

Step- 2: Read all the clauses of the form carefully.

Step- 3: Fill in the required mandatory and voluntary fields in the form in block letters depending on the category of the account. Affix stamp (only in case of non-individual) and put your signature on the fields marked for signature.

Step- 4: Attach the certified copies of the supporting documents as per the Checklist of the account opening form.

Step- 5: Submit the form with supporting documents at our office premises at 1401, Excel Plaza, 90 Feet Road, Pant Nagar, Ghatkopar East, Mumbai 400075.

Step- 6: The form along with the supporting documents will be checked by our KYC service desk. Discrepancy, if any, shall be communicated to the client.

Step- 7: Client needs to rectify the discrepancy and resubmit the form to the KYC service desk.

Step- 8: The form along with the supporting documents will be re-checked by our KYC service desk. Upon successful verification of the form the representative will visit the premise of the client for verification of original documents and In-person verification.

Step- 9: Upon successful completion of the aforementioned procedure the trading and/or demat account shall be opened and activated.

