

Like a Bank Account that keeps your physical money safe in the form of digital currency for easier transactions, opening a free DEMAT Account acts as a safe for the shares/stocks that you've bought. Free DEMAT Account keeps your shares and stocks in a digital format

Earlier, shares/stocks were kept in the form of physical receipts. This made it difficult for investors to keep hold of the receipts for a longer time. The advent of the DEMAT account thus made it easy for investors and traders to trade instantly and keep shares for as long as they desire. However, you need to have a trading account for the purpose of doing a sell transaction. Without a trading account you won't be able to sell the shares that you've brought and kept in the DEMAT Account. Opening a Demat Account comes with lots of benefits such as there is no hassle to keep hold of the physical receipts, it saves time and makes it easy for investors to trade.

PROCEDURE FOR OPENING ACCOUNT DEMAT & TRADING

Procedure for Physical Account Opening

- Collection of duly filled and signed account opening form and copy of documents mentioned in the account opening kit.
- Verification of the Self-attested PAN card copy of the client
- Verification of the client address by obtaining a copy of a recent utility bill, bank statement, or other document containing the client's address.
- Verification of client signature match with signature on the application form and the documents submitted.
- Along with the aforementioned points, to ensure that all documents comply with the Six mandatory KYC attributes of Name, PAN, Address, Mobile Number, Email ID, and Income Range.

In Case of Discrepancy

- Acknowledge discrepancy noticed in the form or documents submitted by the client.
- Together all the relevant details related to the discrepancy, such as the account opening form, KYC documents, and any other related information.
- Once the cause of the discrepancy is identified, inform the client about the same, and provide them with the options available to



rectify the issue. If the discrepancy is due to a mistake on the client's part, such as providing incorrect information, then they may need to provide corrected documents or information.

- Follow-up with the client to ensure that the discrepancy has been resolved and that the account details are accurate.
- Document the entire process, including the cause of the discrepancy, the steps taken to rectify it, and the outcome. This documentation may be useful for future reference and may help prevent similar discrepancies from occurring in the future.
- Review the account opening process and identify areas where improvements can be made to prevent similar discrepancies from occurring in the future. Implement these improvements to improve the overall efficiency and accuracy of the account opening process.

Generate Unique client code

- When there is no discrepancy or all discrepancies have been resolved, enter the receipt of the account opening form into the branch module.
- Upload scan copies of relevant documents into the branch module once the Unique Client Code has been generated.
- Change the account opening stage to "verified"
- The operations team should maintain a record of the client codes generated for each account applicant, along with their personal details and other relevant information.

Receive the account opening form and verify

- Verification that all required information has been filled in by the applicant.
- Ensure that the form is complete and all necessary documents have been attached.
- Ensure that forms are thoroughly reviewed and arranged in the order specified.
- Communication with AP/branch if there is a discrepancy due to improper documentation or a form issue
- Activation of client account in the HO module system.
- All account opening forms and supporting documents to be filed and recorded for future reference.
- Change the status of client account in the system to "Approved".



Upload ALL DETAILS on Exchange to registered UCC

- Upload accepted clients details containing all of the UCC account's details to the BSE, NSE Exchange and registered the UCC.

Welcome letter and Credentials

- Sending a welcome letter AND ACCOUNT DETAILS TO CLIENTS BY MAIL OR PHYSICAL.

