

### ❖ Step-by-Step Procedure for Opening a Trading Account

#### ➤ Process to Open a Trading Account

- *To open a trading account, you need to follow a few simple steps. Here is a step-by-step procedure for opening a trading account.*

#### **Step 1: Select a Stock Broker**

Choose your Stock Broker (SB); after examining the quality of the customer services offered. Also, check the brokerage charges and other transaction fees levied by the SB. This will allow you to pick a suitable broker.

#### **Step 2: Fill up the Account Opening Form**

After selecting your Stock Broker (SB), download the account opening form that you will find under the respective link provided. You can also connect with them by calling or mailing the contact number and email address on their website regarding queries and/or by visiting the office.

Next, fill up the account opening form with your basic details like your name, email ID and phone number. You would also need to add your address and bank details here.

#### **Step 3: KYC Verification**

Along with the account opening form, you would also need to submit a KYC verification form. A PAN card is a necessary document for this process. You also need other documents, such as an Aadhaar card, passport and driving licence for identity and address proof.

A representative from the Stock Broker shall conduct In-Person-Verification (IPV) of the incoming client/investor. You would also need to submit scanned copies of these required documents along with the form.

#### **Step 4: CKYC and KYC Process**

After you submit the form, the Stock Broker will verify the documents in all aspects and allots UCC to the client if everything is found in order. Next the Stock Broker will upload the same to KRA/CKYC portals and selected Exchanges/segments.

#### **Step 5: Activation of Trading Account**

This is the final step towards operating an active trading account. This is the final verification step; wherein after receiving an approval from exchange the client will be able to operate active trading account.

After your trading account is opened, you will receive your back office login credentials. Use them to access various activities related to your trading account.

The complete process of account opening may take 5-7 working days.

❖ **Process to Open a Trading/Demat Account Online**

- Currently we are not providing facility to open a Trading Account Online.