

# How to open a Demat Account

For opening a Demat account, the customer is requested to collect the prescribed demat account opening form and KYC Registration format from any of our designated branches. Applicant & joint holder/s must submit completed application form along with copies of the below documents in person (along with the originals) for verification at the branch as per convenience:

1. Self-attested copies of the PAN card which is a mandatory requirement
2. Proof of Address, and Identity
3. Bank account particulars and cancelled cheque leaf
4. Passport size photograph

On opening the Account, a unique BO ID (Beneficial Owner Identification Number) is allotted and communicated directly with the customer.

Further, the below steps need to be followed to open a Demat Account with us.

- **Step 1: Visit the Designated Branch:** To open a Demat account, we request you to visit any of our Designated Branch and ask for a Demat Account opening form.
- **Step 2: Fill up an account opening form:** Fill the demat account opening form completely in all respect and submit the same duly signed along with required documents to our customer service executive.
- **Step 3: Submission of required documents along with the account opening form:** Submit copies of the required documents like proof of address, proof of identity, passport-sized photographs. We request you to carry the original documents for verification.
- **Step 4: In-Person Verification:** In-Person Verification will be carried out by one of our customer service executives to check all the details provided in the account opening form.
- **Step 5: Obtain Demat Account Number:** Based on the documents submitted, DP will open an account and intimate the demat account

number or client id. This is also called beneficial owner identification number (BO-ID).

For all future transactions such as purchase/ Sale in securities will be credited/debited to this account.

## List of Proof of Identity

- PAN Card (Mandatory requirement)
- Voter's ID
- Passport
- Driver's License
- Aadhaar Card
- Identity card with applicant's Photo issued by:
  - Central or State Government and its departments
  - Statutory or Regulatory Authorities
  - Public Sector Undertakings (PSUs)
  - Scheduled Commercial Banks
  - Public Financial Institutions
  - Colleges affiliated to universities.
  - Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc.

## List of Proof of Address

- Passport
- Voter ID Card
- Driving License
- Bank Passbook or Bank Statement
- Electricity Bills (not more than 3 months old)
- Telephone Bills (only landline - not more than 3 months old)
- Lease or Sale Agreement of Residence
- Self-declaration by High Court or Supreme Court Judges
- ID cards with applicant's Photo issued by:
  - Central or State Government and its departments
  - Statutory or Regulatory Authorities

- Public Sector Undertakings (PSUs)
- Scheduled Commercial Banks
- Public Financial Institutions
- Colleges affiliated to universities.
- Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, etc.