

## **Offline Demat & Trading Account Opening Process**

### **Step 1: Fill and Submit the Demat & Trading Account Opening Form**

The offline account opening process involves filling a form, attaching the required documents and submitting it to the company's office. You can get the form from the company's office. You will have to provide all your details, such as your full name, address, phone number, email, etc. Fill in the correct details, submit the form to the respective entity and proceed to the next step.

### **Step 2: Fulfil all the KYC (Know Your Customer) Requirements**

Along with the duly filled Account opening form, submit the list of documents required (duly Self attested by respective Holders):

- PAN card
- Address proof - AADHAAR Card
- Personalized Cheque duly cancelled and signed Or Bank statement (Latest 3 months) that should consist of IFSC code, MICR code and account number.
- Latest Passport size photograph.
- Proof of Income (Latest ITR)

KYC is done so that the Intermediary understands its clients and their financial holdings to serve them better. Keep all the documents ready beforehand to ensure the procedure is smooth and fast.

### **Step 3: In-Person Verification**

Once the documents are verified, then the next step is In-Person Verification (or IPV), wherein you will have to appear in person at company's office along with the Original of the above required list of documents. This is a vital exercise that you must complete to verify and validate your details.

### **Step 4: Signing of the Rights & Obligation Document:**

This is the final step in which you will be required to sign the responsibilities and rights of the Intermediary and the investor.

Once this is done, the intermediary will start, verify, and expedite your account opening application. You will be given a unique Beneficial Owner Identification Number (BO ID) & Trading ID post your application has been verified and approved. Then, you will be able to Trade in the Trading account code provided to you.