

## PROCESS TO OPEN TRADING AND DEMAT ACCOUNT OFFLINE

This is the traditional method we have all followed for a long time before online KYC Aadhar authentication was permitted by SEBI. Therefore in order to open the account offline, you can either call for a representative from the Stock Broker's office to visit you or you can go to the Stock Broker's office for account opening. Here are the steps to follow for trading account opening.

- Fill out the Trading account opening application form and attach Proof of Identity Proof of Address and proof of bank account and demat account and also relevant financial income proof. These proofs can be photocopies of appropriate documents, but it is mandatory to carry the originals with you for spot verification.
- The next step is to execute the mandatory documents with your Stock Broker. It outlines your responsibilities and rights as a trader/investor as well as where you stand vis-à-vis your Stock Broker. This is an important document for future reference.
- Stock broker shall conduct an IPV of the investor and if the client is staying outside the local area then the verification can take place through online mode.
- Then the stock broker verifies the documents and uploads KRA and CKYC of the client if found fit in all aspects.
- The stock broker on receipt of verified status from CVL KRA will allot UCC to investors.
- The next step is to upload the UCC file from the back office after allotting UCC on the exchange UCC portal.
- After uploading of the UCC the exchange will approve the account and once the same is validated then the accounts become active for ready.
- The process may take time from 5-7 days before one can start trading in the Account.