

DEMAT/TRADING ACCOUNT OPENING
GUIDELINES FOR FRANCHISEES/BRANCH OFFICES/SUB BROKERS

COMPULSORY/MANDATORY REQUIREMENTS FOR ACCOUNT OPENING

1. Please mention Branch name & branch code & group code clearly on all forms before sending to the Delhi office so that account opening is not delayed.
2. Make sure to enter all details including Client name, PAN No., Date of birth etc.
3. Attach separate sets of proofs – one with the DP& Equity form, one with the Commodity form.
4. If Brokerage is not written on the form then default brokerage of 0.70 (delivery) & 0.07 (Intraday) will be applicable. For any brokerage change, a penalty of Rs. 500/- will be levied on the Remieser.
5. In case name on PAN CARD is different from name on client registration form, attach an affidavit for same on a Rs. 10 stamp paper. In case of change of surname after marriage, please attach marriage certificate.
6. Please make sure that the address proof submitted is of the same address as mentioned on the client registration form.
7. Please attach stamp paper of Rs 50/- each for Stock market and Commodity market operations with matter printed/ written on it. Mention the branch code & client name at the back of the stamp paper.
8. All proofs should be self attested by the client.
9. Segments on which client wants to work should be ticked/marked clearly.



10. CLIENT REGISTRATION FORMS WILL BE CONSIDERED INCOMPLETE & COURIERED BACK to the branches in case of the following:

- If the bank proof is missing or invalid (Please note that only pass book, bank statement & cancelled cheque with client name printed on it will be considered as bank proof. **Cheque without printed client name is invalid**)
- If photograph is not affixed
- If signature is missing on any page

11. ACCOUNTS OPENED VIA CONTROL SHEET (E-mail/Fax)

Forms for accounts that are opened via E-mail/Fax (Control sheet) should reach the Delhi office within three days with all the above formalities complete. In case the complete forms do not reach within three days of account opening, the following steps will be taken:

- 1) STEP 1- Client cheque & transfer of shares withheld after three days
- 2) STEP 2 - Client account suspended after a week
- 3) STEP 3 - Penalty of Rs. 10,000 applicable on the Remieser after two weeks

12. ACCOUNTS OPENED FOR BRANCHES USING BOLT (BSE DIRECT TERMINAL)

Branch should send the control sheet before opening the account & intimate the account opening department at Ext. 220 or Ext. 219 after sending the Fax/E-mail (control sheet) at the same time otherwise from the next day the terminal will be suspended.

