



भारतीय प्रतिभूति और विनिमय बोर्ड  
Securities and Exchange Board of India



# Secondary markets

KYC and Account  
Opening in  
Securities Market

# Disclaimer



- ❖ Information contained in this presentation is as on September 30, 2022.
- ❖ The information contained in this presentation is only for Educational and Awareness Purposes related to securities market .
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# Pre-requisites for buying/ selling shares in Securities market



## Savings Bank Account

- Savings Account can be in any bank
- Transfer/ receipt of funds from buying/ selling of securities

## Accounts needed to trade in securities market

## Trading Account

- With SEBI registered Stock Broker( Trading Member/ TM)
- To buy/ sell securities

## Demat Account

- With a SEBI registered Depository Participant (DP)
- To hold shares in Demat (electronic) mode

# Forms to be Filled to open a new Trading & Demat Account

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- A new investor has to register with a Stock Broker through whom the trades are executed on the Exchange.
  
- The investor needs to fill two forms for Opening of Trading & Demat Account :
  1. **Know Your Client (KYC) Form:** To provide basic information of the new investor. Two modes for KYC are :
    - Physical KYC
    - e-KYC (online KYC)
  
  2. **Account Opening Form:** Details of various services and charges being applied on the new investor.

# Trading / Demat Account Opening Form



- Documents to open Trading / Demat account:

## PROOF OF IDENTITY

- Permanent Account Number (PAN) Card – Mandatory
- Voter ID Card
- Driving License
- Passport
- Aadhaar Card
- Any other valid identity card issued by Central or State Government

## PROOF OF ADDRESS

- Voter ID Card
- Driving License
- Passport
- Ration Card
- Aadhaar Card
- Bank account statement or bank passbook
- Utility bills, e.g. electricity bill or gas bill.

- PAN Card: Mandatory Document & also Proof of Identity.
- Same document like Driving License/ Passport.

# Trading/ Demat Account Opening Form



- Documents to open Trading/ Demat account:

<b>Proof of Income (for investors who chose to trade in Derivatives – F&amp;O/ Commodities/ Currency)</b>	<b>Proof of Bank Account (any one)</b>
Bank account statement for last 6 months	Cancelled Cheque (with name of investor above sign here section)
Latest Salary Slips/ Form 16 in case of salaried person	Bank Passbook {with Indian Financial System Code (IFSC)}
Copy of ITR Acknowledgement	
Passport	
Copy of Net-worth Certificate issued by a Chartered Accountant	
Statement of Demat holdings	

- If investor is unable to produce the originals of these documents for verification, he may submit self-attested photocopies.

# Officially Valid Documents (OVD)



S.No.	Officially Valid Documents (OVD)
1.	Passport
2.	Driving License
3.	Proof of possession of Aadhaar Number
4.	Voter's Identity Card
5.	Job card issued by MGNREGA duly signed by an officer of the State Government
6.	Letter issued by the National Population Register containing details of name, address
7.	Any other document as notified by the Central Government in consultation with SEBI

- In case OVD furnished by the investor does not contain updated address, then certain deemed OVDs (like Electricity Bill, Property Tax receipt, etc.) for the limited purpose of proof of address may be submitted.

# Deemed - Officially Valid Documents (OVD)



- If OVD furnished by the investor does not contain updated address, then following documents/ equivalent e-documents shall be **deemed to be OVDs** (only as proof of address):

S.No.	Deemed Officially Valid Documents (OVD)
1.	Utility Bill , not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
2.	Property or Municipal tax receipt
3.	Pension or family pension payment orders (PPOs), if they contain the address
4.	Letter of allotment of accommodation from employer issued by Government departments, statutory or regulatory bodies, PSUs, etc.

- Investors submitting above mentioned documents as proof of address shall submit OVD with current address within a period of 3 months of submitting the above documents.



# Documents in Account Opening Forms - Trading & Demat Account



- Account Opening Form has two type of documents :

## **MANDATORY DOCUMENTS**

- Rights & Obligations of Stock Broker and Investor.
- Uniform Risk Disclosure Documents.
- Do's and Don'ts for trading on Exchanges.
- Policies and Procedures of Stock Broker.
- Tariff Sheet.

## **VOLUNTARY DOCUMENTS\*\***

- Running Account Authorization.
- Power of Attorney (PoA).
- Demand Debit and Pledge Instruction (DDPI).
- Electronic Contract Note (ECN) Declaration.
- Consent for electronic communication and receiving alerts (Email/ SMS).

\*\* (to be submitted only if investor is availing of additional services)

# Nomination for Trading/Demat/Mutual Fund Units

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- Investor to get two options regarding nomination
  - ❖ To provide nomination in the prescribed form up to three person along with their percentage
  - ❖ Opting out of nomination through prescribed declaration form
  
- Folios/Account to be freezed if none is opted till March 31, 2023
  
- Applicable for opening new Demat account and trading accounts on or after October 01, 2021
  
- Applicable for investor subscribing to mutual fund units on or after October 01, 2022.
  
- For existing unit holder, AMC shall provide an option to submit
  - ❖ In case of physical option, the form shall carry the wet signature
  - ❖ In case of online option, AMC shall validate the form using e-Sign Or through two factor authentication (2FA)

# Power of Attorney (PoA)



- Power of Attorney (PoA) is **Optional** and should not be insisted upon for opening of the client account.
- PoA executed in favour of a Stock Broker by the client should be limited to the following:
  - ❖ Transfer of funds of client for settlement obligations
  - ❖ Enable stock broker and depository participants to operate bank account to meet settlement obligations
- A valid PoA must be 'franked' (i.e. stamped).
- This is applicable with effect from September 18, 2022.

# Demat, Debit and Pledge Instruction(DDPI)

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- To safeguard the interests of investors, a new document called - Demat, Debit and Pledge Instruction (DDPI).
- DDPI limited for following purposes only:
  - To transfer securities held in your account towards stock exchange related deliveries or settlement obligations
  - To pledge/re-pledge securities
  - Mutual fund transactions being executed on stock exchange order entry platforms (shall be in compliance with SEBI circulars)
  - Tendering shares in open offers (shall be in compliance with SEBI circulars)
- Came into effect from November 18, 2022

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# **SAMPLE KYC FORM AND ACCOUNT OPENING FORM (AOF)**

# KYC : Identity Details



FIRST HOLDER			
<b>KNOW YOUR CLIENT (KYC)   APPLICATION FORM (FOR INDIVIDUALS ONLY)</b>			<b>Application No. :</b>
Please fill in ENGLISH & in BLOCK LETTERS with black/blue ink & tick the appropriate options			
A. IDENTITY DETAILS			
1. Name of Applicant	[FIRST NAME]	[MIDDLE NAME]	[LAST NAME]
2. Maiden Name	[FOR MARRIED WOMEN ONLY]		
3. Father's / Spouse Name	[FIRST NAME]	[MIDDLE NAME]	[LAST NAME]
4. Mother Name	[REDACTED]		
5. a. Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender
b. Date of birth	[DD/MM/YYYY]	c. Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others
6. Nationality	<input checked="" type="checkbox"/> Indian	7. Status	<input checked="" type="checkbox"/> Resident Individual
8. PAN	[REDACTED]	Aadhaar	[REDACTED]
9. Specify the proof of identity submitted : [REDACTED]			

**PHOTOGRAPH**

Please affix your recent passport size photograph and sign across it

*Identity details must exactly match the address mentioned in the documents submitted (e.g. Passport , Aadhaar Card, etc.)*

# KYC : Address Details





B. ADDRESS DETAILS					
<b>1. Residence / Correspondence Address</b>					
City/Town/Village		District			
Pin Code	State	Country			
<b>2. Contact/Mobile No</b>		Tel (Res.)			
Tel (Off.)		Email id			
<b>3. Specify the proof of address submitted for Residence / Correspondence Address:</b>					
<b>4. Permanent Address</b> (if different from above correspondence address)					
City/Town/Village		District			
Pin Code	State	Country			

*Address must exactly match the address mentioned in the documents submitted (e.g. Passport, Aadhaar Card, etc.)*

# KYC : Declaration of Details



DECLARATION		
<p>I hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.</p> <p>I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.</p>		
Place		Signature of Applicant  
Date	DD / MM / YYYY	



# Sample AOF - Trading and Demat A/C Details











TRADING & DEMAT ACCOUNT RELATED DETAILS			
TYPE OF ACCOUNT : <input checked="" type="checkbox"/> Individual		Sub Status	<input type="checkbox"/> Resident <input type="checkbox"/> Other
A. BANK ACCOUNT DETAILS			
Bank Name & Branch Location:			
Account No.	<input type="text"/>	<input type="checkbox"/> Savings <input type="checkbox"/> Current	
MICR Code	<input type="text"/>	IFSC Code	<input type="text"/>
B. DEPOSITORY ACCOUNT DETAILS (DP1 DETAILS CONSIDERED FOR PAYOUT OF SECURITIES IF FILLED)			
	DP 1 Details	DP 2 Details	
Depository	<input checked="" type="checkbox"/> CDSL	<input type="checkbox"/> CDSL <input type="checkbox"/> NSDL	
DP Name	<input type="text"/>	<input type="text"/>	
Client Name	<input type="text"/>	<input type="text"/>	
DP ID	<input type="text"/>	<input type="text"/>	
BO ID	<input type="text"/>	<input type="text"/>	

*Investor can inform Stock broker about choice of DP A/C for credit / debit of shares.*

# Sample AOF - Selection of Market Segments



D. TRADING PREFERENCES <small>Please sign in the relevant boxes where you wish to trade. The segment not chosen should be struck off by the client</small>	
Name of the Exchanges & Segment	Signature of the Client
NSE / BSE - Cash / Mutual Fund	 
NSE / BSE - F&O	 
NSE / BSE - Currency Derivative	 
MCX / NCDEX (Future & Options)	 
<small>[In case of allowing a client for trading on any other Exchange at a later date, which is not selected now, a separate consent letter is required to be obtained by the Member from client and to be kept as enclosure with this document]</small>	

*Investor can select the segments on which he would like to trade (Cash / F&O / Currency Derivatives / Commodity Derivatives) and affix his signature against the selected segments.*

# Sample AOF - Authorized person/Standing Instructions/Alerts



E. DEALING THROUGH SUB-BROKERS / AUTHORISED PERSON (AP) / OTHER STOCK BROKERS		
If Yes, please specify:		
Name of Stock Broker	[Redacted]	Name of SB/AP [Redacted]
Name of Exchange	[Redacted]	Client Code (as given by other broker) [Redacted]
Details of disputes/dues pending from/to such stock broker/sub-broker:		
Whether you are a Member / Sub-broker / AP of any Exchange <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, provide SEBI / EXCHANGES REGISTRATION NO: [Redacted] Ph. [Redacted] Website: [Redacted]		
F. STANDING INSTRUCTIONS / OTHER DETAILS / EMAIL-SMS ALERT / CONTRACT NOTE PREFERENCE		
Contract Note/Holding & Transaction Statement including CAS/Other Documents*(For ECN in commodity segment, please refer pg. no. 9)	<input type="checkbox"/> Electronic <input type="checkbox"/> Physical	
Receive Delivery Instruction Slip	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Share Email ID with Registrar & Transfer Agent	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Receive Annual Report	<input type="checkbox"/> Electronic <input type="checkbox"/> Physical <input type="checkbox"/> Both	
DP Account Statement	<input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly <input type="checkbox"/> As per SEBI Regulation	
Declaration for Mobile Number	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent	
Declaration for Email ID	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Do not have	
Running Account Settlement	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	
Whether you wish to avail of the facility of internet trading / wireless technology ( please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Margin Trading Facility ( Refer Rights & Obligation document)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Note:</b>		
1. Dividend / Interest will be credited to bank account via ECS.		
2. In case client doesn't opt for DIS booklet, it would be issued on request at any later date.		
3. BO can view his ISIN balances, transactions & value portfolio online. To register for Easi please visit <a href="http://www.cdslindia.com">website www.cdslindia.com</a>		
4. *Other documents includes SEBI prescribed standard documents i.e. Rights & Obligation documents for trading and depository account, Risk Disclosure Document and Guidance Note or any other communication /document disseminated by Angel Broking.		
5. Angel may carry out proprietary trades in addition to cliental trades.		

*Investor can choose on Standing Instruction, DIS, Email ID, etc.*

# Sample AOF - Past Actions & Introducer Details



H. PAST ACTIONS	
Details of any action / proceedings initiated / pending / taken by SEBI / Exchanges / any other authority against the applicant / constituent or its Partners / promoters / whole time directors/authorized persons in charge of dealing in securities/ commodities during the last 3 years:	
<input checked="" type="checkbox"/> No	If yes, please specify
I. INTRODUCER DETAILS	
Status of Introducer <input checked="" type="checkbox"/> Sub-broker/AP <input checked="" type="checkbox"/> Employee <input checked="" type="checkbox"/> Existing Client <input checked="" type="checkbox"/> Others (Specify):	
Introducer Name: <input type="text"/>	SB/Emp/Client Code: <input type="text"/>
Address: <input type="text"/>	
Mobile No: <input type="text"/>	
Signature of the Introducer <input type="text"/>	


- Investor must disclose details of all past actions / proceedings.
- In case, there is an introducer who introduced investor to the Stock Broker, his details may be provided.

# Sample AOF - Declaration by investor




**DECLARATION**


1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am / we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained & understood the contents of the tariff sheet and all voluntary / non-mandatory documents.
3. I/We further confirm having received, read & understood the contents of the 'Rights & Obligations' document(s), for equity, commodity & Demat 'Risk Disclosure Document, for equity, commodity Guidance note, Additional risk disclosure document for option trading and agree to abide by and be bound by the same and by equity & commodities the Bye-Laws as are in force from time to time. I/We do hereby agree to be bound by such provisions as outlined in these documents. I/We have also been informed that the standard set of documents has been displayed for Information on member's designated website [REDACTED]

**FH** 8/15  [Red dashed signature box]

(First/Sole Holder Signature)

**SH** 4/6  [Red dashed signature box]

(Second Holder Signature)

**TH** 2/4  [Red dashed signature box]

(Third Holder Signature)

Place: \_\_\_\_\_ [Red dashed signature box]

Date: [Red dashed date box] DD / MM / YYYY

- Investor should read all the documents provided to him with account opening forms and should always provide correct information while completing his/ her account opening process.
- Investor should understand all the charges and tariffs applicable to him and after verifying and clarifying everything should only he submit the above mentioned declaration.

# Sample AOF - Nomination



NOMINEE DETAILS FOR TRADING AND DEMAT ACCOUNT			
<input type="checkbox"/> I/We wish to nominate <input type="checkbox"/> I/We do not wish to nominate			
Name	-----		
Address	Same as 1st Holder <input type="checkbox"/> Else fill below details		
	-----		
	City	Pin Code	-----
Relationship with Nominee (if any):		Date of birth	DD/MM/YYYY    ONLY IF MINOR
GUARDIAN DETAILS (IF NOMINEE IS A MINOR)			
Name	-----		
Address	-----		
	-----		
Tel	-----		
		Guardian Signature:	G [X] -----
This nomination shall supersede any prior nomination made by me / us and also any testamentary document executed by me / us.			
FH 9/15 ----- (First/Sole Holder Signature)		SH 5/6 ----- (Second Holder Signature)	
		TH 3/4 ----- (Third Holder Signature)	
Place: _____		Date: DD / MM / YYYY	
WITNESSES (ONLY APPLICABLE IN CASE THE ACCOUNT HOLDER HAS MADE NOMINATION)			
Name	-----	Name	-----
Address	-----		-----
	-----		-----
FW ----- Signature of First Witness		SW ----- Signature of Second Witness	

- Nomination: Facility that enables an individual investor to nominate a person, who can claim the securities held by him/ her in the unfortunate event of death of investor.
- All investors should utilize the nomination facility in their accounts to safeguard their investments, in case of any unfortunate event.



# Sample AOF - OI (F&O) / Running Account Declarations



## PLEASE TICK WHICHEVER IS APPLICABLE

### A. CLIENT DECLARATION - OPEN INTEREST POSITION

I/We, the undersigned, have taken cognizance of circulars issued by SEBI / Commodity Exchanges from time to time on the guidelines for calculation of net open positions permitted in any commodity and I/we hereby undertake to comply with the same.

I / We hereby declare and undertake that I / we will not exceed the position limits prescribed from time to time by Commodity Exchanges or SEBI and such position limits will be calculated in accordance with the circulars on position limits as modified from time to time.

I/We undertake to inform you and keep you informed if I / any of our partners / directors / karta / trustee or any of the partnership firms/companies / HUFs / Trusts in which I or any of above such

person is a partner / director / karta / trustee, takes or holds any position in any commodity forward contract / commodity derivative on Exchanges through or through any other member (s) or Exchanges, to enable you to restrict our position limit as prescribed by the above referred circular of Exchanges as modified from time to time.

I / We confirm that you have agreed to enter order in commodity forward contracts / commodity derivatives for me / us as your clients on Commodity Exchanges only on the basis of our above assurances and undertaking.

I/We further undertake to bear any liable/penalty/charges levied by Commodity Exchanges / SEBI.

### B. CONSENT TO INSTRUCTION TO MAINTAIN RUNNING ACCOUNT (VOLUNTARY)

I / We request you to maintain my/our accounts for funds and securities on running accounts basis instead of 'bill to bill' settlement basis, unless I/we specifically request you for a payout of available free funds or securities in the account. You may settle the accounts at Monthly/Quarterly (as opted in the account opening form) or at such other intervals as SEBI/ Exchanges may specify from time to time. I / We further authorize you to retain securities and/or funds as may be permitted by Exchanges/SEBI from time to time or towards other unbilled services and/or charges applicable on my account, while settling the accounts. I/We further authorize you

to also retain an amount of up to Rs. 10,000/- (Ten Thousand Only) or any other sum as may be permitted by SEBI / Exchanges from time to time, while settling my / our account. I / We understand and agree that no interest will be payable on the amount of funds retained by you as above. I / We agree that Angel shall not be liable for any claim for loss or loss of profit or for any consequential, incidental, special or exemplary damages, or otherwise, caused by retention of such securities/funds. The standing instruction/authorization for maintaining my/our account as running account shall remain valid until revoked in writing, addressed to you.

## Open Interest (OI) Position :

- Number of contracts or positions outstanding in futures and options on an exchange.
- Investor must comply with all Regulations, Circulars, Notices, etc., issued by SEBI and Stock Exchanges with regard to OI.

## Running Account :

- Settlement of funds and / or securities is done within one working day of the pay-out, unless client specifically authorizes the Stock Broker in writing to maintain a running account.
- Clients whose funds and securities are maintained on a running account basis have to be settled by members on a monthly / quarterly basis as per the client mandate.
- Members should ensure that there is a gap of maximum 30/ 90 days (as per the client mandate) between two running account settlements.

# Sample AOF - Consent for Electronic Contract Note (ECN)



**C. CONSENT FOR ELECTRONIC CONTRACT NOTE (ECN) - DECLARATION (VOLUNTARY)**

I, \_\_\_\_\_, Client Code \_\_\_\_\_,  
PAN \_\_\_\_\_, Registered with you as a client of Multi Commodity Exchange of India Ltd (MCX), and/or  
National Commodity & Derivative Exchange Ltd (NCDEX), undertake as follows:

- I am aware that the Member has to provide physical contract note in respect of all the trades placed by me unless I myself want the same in the electronic form.
- I am aware that the Member has to provide electronic contract note for my convenience on my request only.
- Though the Member is required to deliver physical contract note, I find that it is inconvenient for me to receive physical contract notes. Therefore, I am voluntarily requesting for delivery of electronic contract note pertaining to all trades carried out/ordered by me.
- I have access to a computer and am a regular internet user, having sufficient knowledge of handling the email operations.
- My email id is \_\_\_\_\_ (the email id must be written in own handwriting). This has been created by me and not by someone else.
- I am aware that this declaration form should be in English or in any other Indian language known to me.
- I am aware that non-receipt of bounced mail notification by the member shall amount to delivery of the contract note at the above e-mail ID.


**[The above declaration has been read and understood by me. I am aware of the risk involved in dispensing with the physical contract note, and do hereby take full responsibility for the same]**

Verification of the client signature done by,

Authorised Signatory of Member

Designation: \_\_\_\_\_

Date: DD / MM / YYYY \_\_\_\_\_

Client Signature  \_\_\_\_\_

Date: DD / MM / YYYY \_\_\_\_\_

Place: \_\_\_\_\_

*Investor should opt for ECN only if comfortable with using email.*

- Contract Note is an evidence of the trade done by the stock broker.
- It's a legal document which contains details of the transaction such as securities bought/ sold, traded price, etc.



# Sample AOF - Power of Attorney (PoA)



- Gives authority to Stock Broker to debit shares from Demat account of the client.
- **3-in-1 account- PoA:**
  - Sell Trades : Authorization to debit shares from Demat account.
  - Buy Trade : Authorization to debit linked Bank account (when investor adds funds to his trading account i.e. for payment of margin / payout of funds of purchase of shares).
- A valid PoA must be 'franked' (i.e stamped).
- Investor must send the printed copy of the filled PoA form to the Stock Broker.
- Investor may also give his consent to a temporary PoA at the time of login to his trading account → This is valid only during that particular login session.
- **Alternative Mode:**
  - Transfer funds to Designated Account of Stock broker via Cheque / Online Fund transfer.
  - Place delivery sell instructions by using the **physical DIS slip / TPIN E-DIS (CDSL) / SPEED-e (NSDL)**

# Sample AOF - Power of Attorney



## POWER OF ATTORNEY - POA (VOLUNTARY) AS PER EQUITY

DULY STAMPED

TO ALL TO WHOM THESE PRESENTS SHALL COME I/we \_\_\_\_\_, (name of the BO, with full address), Indian inhabitant/Non-resident SEND GREETINGS

Whereas I/we hold a Beneficiary account no. \_\_\_\_\_ (BO-ID) with Central Depository Services (India) Limited, with Angel Broking Pvt. Ltd (a Depository Participant registered with CDSL) bearing DP-ID 12033200.

And Whereas I/we are registered as a client with Angel Broking Pvt. Ltd (trading member of Bombay Stock Exchange Ltd., National Stock Exchange of India Ltd., and Metropolitan Stock Exchange of India Ltd. for dealing in the securities market.

NOW KNOW WE ALL AND THESE PRESENTS WITNESS THAT I/WE THE ABOVENAMED DO HEREBY NOMINATE, CONSTITUTE / AND APPOINT M/s Angel Broking Pvt. Ltd., as my/our true and lawful attorney (hereinafter referred to as the Attorney) for me/us and on my/our behalf and in my/our name to do the following:

1. To debit my/our aforesaid beneficiary account and to transfer securities there-out for the purpose of delivering/pledging the same to the clearing corporation of the recognized stock exchange in any segment to discharge my/our settlement obligations in respect of securities sold by me/us or for the purpose of providing margins in respect of the trading positions taken up by me/us. A list of the Demat accounts of my/our Attorney where securities can be transferred in exercise of the power conferred herein is specified in Schedule-I to this PoA, overleaf. My attorney may amend the Schedule by adding / deleting demat account(s) to / from the list with prior intimation to me / us in writing, of the particulars of the demat account(s) so added or deleted.
2. On my/our instructions, to debit my/our aforesaid beneficiary account and to transfer securities thereout, by way off-market transaction, to the specified beneficiary account(s) of the related parties as may be intimated in writing by me / us from time to time.
3. To apply for and subscribe to, on my/our instructions, to various products like Mutual Funds, Initial Public Offerings, Public Issues (shares as well as debentures), tendering shares in open offers, Rights etc., including redemption where applicable, through online/offline platform and to perform, do, undertake, discharge all incidental and ancillary acts, deeds, matters, things, functions and obligations in connection therewith.
4. I/we authorize my/our said Attorney to send me/us consolidated summary of scrip wise buy and sell positions, subscriptions to IPOs, Mutual Funds and other products by way of short messaging services or e-mails whenever such transactions are carried out on my/our behalf.
5. The said Attorney shall return to me/us the Securities that may have been received by it erroneously or that it was not entitled to receive.
6. I/we do hereby ratify and confirm and agree to ratify and confirm whatsoever my/our said Attorney shall have lawfully done or may lawfully do or cause to be done by virtue of or in exercise of any power hereby granted, given authorised or implied or intended to be so granted, given or authorised and also all lawful acts, deeds, matters and things done by the said Attorney of the nature mentioned above or incidental or relating thereto or arising there-from or deemed by my/our Attorney to be requisite or expedient to be done or performed in exercise of any power herein.
7. I/we further agree and confirm that the powers and authorities conferred by this Power of Attorney shall continue to be good, valid and effective until revoked by me/us in writing given to my Attorney and that the Power of Attorney shall not be affected by lapse of time. This Power of Attorney shall continue in full force and effect until my/our Attorney shall receive written notice of revocation thereof, signed by me/us; or, in the event of termination thereof by my/our death, until my/our Attorney shall have received actual notice thereof, and such revocation or termination shall in no way affect the validity of this Power of Attorney with reference to any transactions initiated by my/our Attorney, prior to the actual receipt by the Attorney of the notice of such revocation or termination, as above provided. Further, without prejudice to the generality of the aforesaid, such revocation of this Power of Attorney, in so far as any transaction, settlement of which is pending on the date of receipt of notice of revocation by my/our Attorney is concerned, shall become effective only after all pending obligations in respect of such transactions are settled on the respective settlement dates and all dues owing by me/us in connection therewith have been fully paid by me/us to the Attorney. Further, such revocation of the power and authority given to my/our Attorney hereby shall in no way affect the validity of any acts, deeds or things done or action taken by my/our Attorney for discharging any of my/our settlement obligations in respect of any transactions settlement of which is pending on the date of receipt of the notice of revocation by the Attorney.

- Power of Attorney:
  - ✓ Gives the broker the right to handle client's shares.
  - ✓ An optional document.
  - ✓ Should not be insisted upon by the stockbroker/depository participant (DP) for opening of the client's account.
- Margin obligations to be given in the form of securities by investors will be by way of pledge or re-pledge in the depository system.
- Not to be considered as equivalent to the collection of margin by the Broker in respect of securities held in the demat account.

# Sample AOF - Brokerage Plans for Trading Account



Plans/ Charges	Details
Account Opening and Maintenance Charges (*Some stock brokers may waive off this charge)	<ol style="list-style-type: none"> <li>1. Account opening fees.</li> <li>2. Annual Maintenance Charges.</li> </ol>
Postpaid Plans	<ol style="list-style-type: none"> <li>1. Fixed % charge per trade (Maximum 0.25% of Trade Value).</li> <li>2. Trading volume based brokerage.               <ul style="list-style-type: none"> <li>- High brokerage for low volume trade.</li> <li>- Low brokerage for high volume trade.</li> </ul> </li> </ol>
Prepaid Plans	<ol style="list-style-type: none"> <li>1. Upfront amount to be paid.</li> <li>2. Subsequently, a reduced Fixed % charge per trade is charged (as compared to postpaid plans).</li> </ol>
Postpaid Plans	<ol style="list-style-type: none"> <li>1. Fixed % charge per trade (maximum 0.25% of trade value)</li> </ol>

**Charges may vary based on segment = Equity/ Derivatives/ Mutual Funds, etc.**

# Sample AOF - Select Brokerage Plans



EQUITY BROKERAGE DETAILS								
Product	Delivery	Equity Intraday/ Futures (Each Leg)	Min Brokerage (Rs. Per Share)	Options (Per Lot) Each Leg			Currency Futures (Each Leg)	DP AMC Waivers
				Nifty	Others	Currency		
<b>PLAN 1</b>	<input type="checkbox"/>							
Online Trade								
Offline Trade								
<b>PLAN 2</b>	<input type="checkbox"/>							
Online Trade								
Offline Trade								
<b>PLAN 3</b>	<input type="checkbox"/>							
Online Trade								
Offline Trade								
<b>PLAN 4</b>	<input type="checkbox"/>							
Online Trade								
Offline Trade								

# Sample AOF - Charges for Demat Account



Plans/ Charges	Details
<b>Opening Charges</b> (*Some DPs may waive off this charge)	1. Charged by Depository Participant (DP) for opening new Demat Account.
<b>Annual Maintenance Charges (AMC)</b>	1. Usually Paid in advance. 2. DPs may offer Quarterly/ Annual/ Lifetime plans, etc.
<b>Transaction Charges</b> (*Some DPs may charge NIL amount for Credit Transactions)	1. Dematerialization/ Rematerialization. 2. Transaction Charges: Per sell trade (debit)/ per buy trade (credit)**. 3. Pledge Charges/ Invocation of Pledge. 4. Reissuance of DIS Slip Booklet. 5. Charges of CAS.

# Sample AOF - Demat Account Plans



CHARGES FOR DEPOSITORY SERVICES			
Charges Type	<input type="checkbox"/> Annual Maintenance Charge (AMC)	<input type="checkbox"/> Life Time AMC	<input type="checkbox"/> Free Life Time AMC
DP AMC Charges			
Franking charges			
Debit transaction/Pledge creation & Pledge closure/ Debit transaction of client shares from Angel beneficiary and Angel collateral account.			
Dematerialization			
Rematerialization			
Additional DIS Request			
Additional Statement			

***Depository participants may offer different plans based on volumes, time period, etc.***

# Basic Services Demat Account (BSDA)



➤ Facility for retail investors

EQUITY SHARES		DEBT SECURITIES	
Holding	AMC Charges	Holding	AMC Charges
<Rs.50,000	NIL	<Rs.1,00,000	NIL
Between Rs.50,000/- – Rs.2,00,000/-	Rs.100/- per year	Between Rs.1,00,000/- – Rs.2,00,000/-	Rs.100/- per year
>Rs.2,00,000/-	Charges as applicable to regular (non-BSDA) accounts	>Rs.2,00,000/-	Charges as applicable to regular (non-BSDA) accounts

*Eg: Debt securities = Rs.90,000/- & Equity Shares = Rs.40,000/- → NO AMC Charge.*

*Eg: Equity shares = Rs.1 lakh & Value of those shares increases to Rs 2.5 lakhs → Investor is not eligible for BSDA.*

# SARAL Account

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- For Clients who:
  - Begin with participation in the cash segment.
  - Without obtaining various other facilities such as internet trading, margin trading, derivative trading and use of power of attorney (PoA).
  
- SARAL form contains:
  - Basic information of the investor such as:
    - ✓ Address.
    - ✓ Bank account details.
    - ✓ Email Id.
    - ✓ Mobile no.



# In-Person Verification (IPV)

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- Compulsory for opening trading/ demat account.
- It can be done through physical verification/ online verification using webcam at the Stock Broker's office.
- In case of e-KYC, Video In Person Verification (VIPV) for Individuals is also available.

## **In-person verification of the client is not required to be carried out, if:**

- KYC of the investor is completed using the Aadhaar authentication/ verification of UIDAI.
- KYC form has been submitted online, documents have been provided through DigiLocker or any other source which could be verified online.

---

# e-KYC

# e-KYC Process - Outline



Fill the account opening details/ form online in the Stock Broker's website.

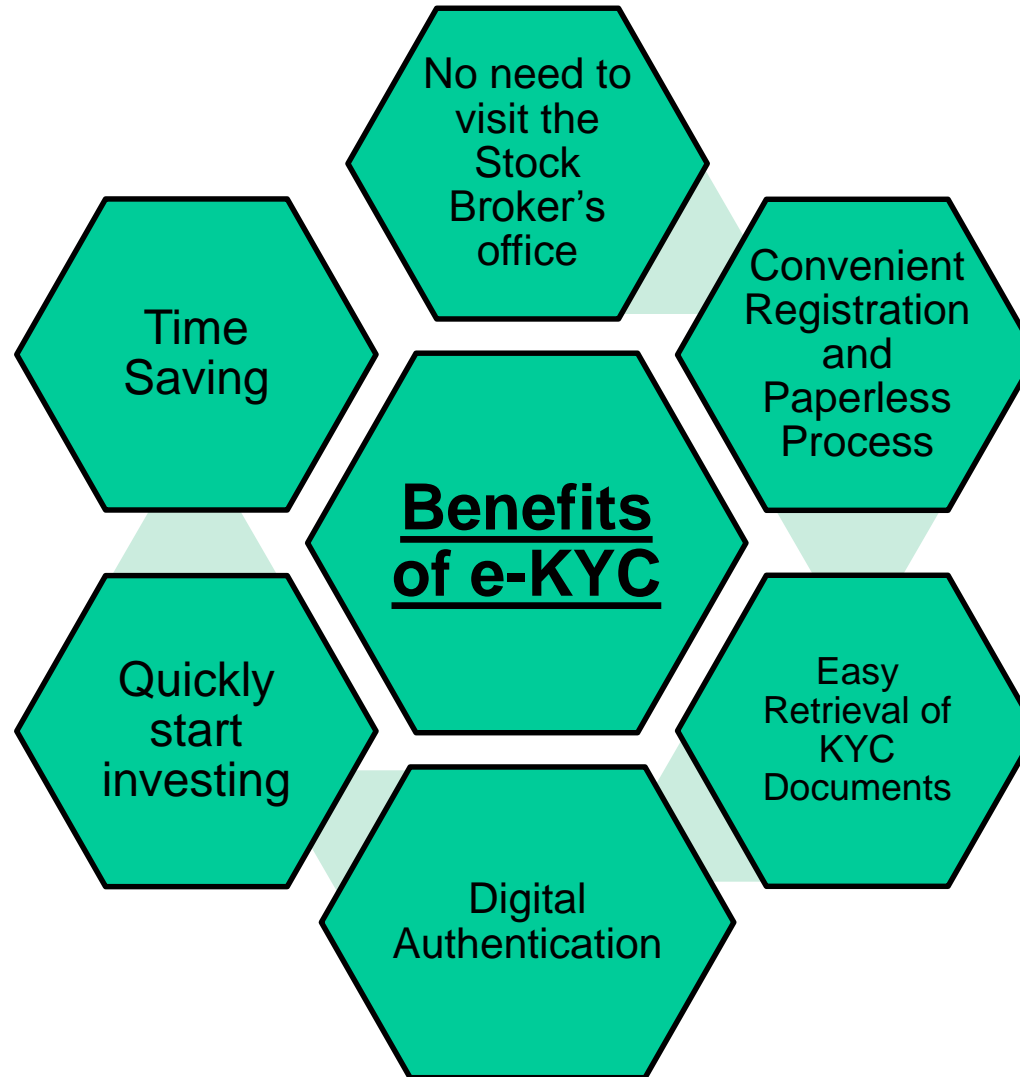
Submit scanned images of the mandatory documents/ POA (Proof of address) / POI(Proof of Identity).

Complete IPV (In Person Verification) process over video call.

Digitally Sign the document.

Account gets activated.

# Benefits of e-KYC



# e-KYC Process



## Process Outline:



## Verification :

- Mobile and Email → through One Time Password (OTP)
- Aadhaar → through UIDAI's authentication/ verification mechanism
- PAN → through Income Tax Database
- Bank account details → by initiating small transfer (usually Re.1/-) which would provide details on name of account holder, bank and IFSC code, also called Penny Drop Mechanism.
- Documents other than Aadhaar → through Digilocker/ e-Sign mechanism

# e-KYC Process (Basic Details)



First Name: \*  
Mr ▼ [Redacted]  
Middle Name: [Redacted]  
Last Name: \* [Redacted]  
Email: \* [Redacted]  
Mobile: \* [Redacted]  
State \* [Redacted] City \* [Redacted]

Verify

Mobile number verified via OTP

PAN Verified from Income Tax (IT) Database.

PAN Details

PAN [Redacted] DOB [Redacted]

Verified Successfully

# e-KYC Process (Link to documents via Aadhaar / Digi Locker)



**Share copy of your Aadhaar**  
Share a digital copy of your Aadhaar from your Govt. Digilocker account with [REDACTED] for KYC (name, address, and photo verification). Digilocker does not reveal your actual 12 digit Aadhaar number to [REDACTED]

AADHAAR

**Share**

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**Share Aadhaar details with Digilocker**

Share a digital copy (name, gender, DoB, address, and photo) of your Aadhaar from your Govt. Digilocker account for KYC. Your 12 digit Aadhaar number *is never* revealed or collected. The Aadhaar and the PAN [REDACTED] should belong to you.

**Connect to Digilocker**

[REDACTED]

- Get the list of issued documents.
- Download the issued documents.
- Get the list of uploaded documents and folders.
- Download the uploaded documents.
- Upload documents to your DigiLocker.
- Pull documents into your DigiLocker from issuers.
- Get your profile information (Name, Date of Birth, Gender).

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

Deny **Allow**

*Investor can do KYC via Aadhaar Linkage of e-Sign (described in subsequent slides).*

# e-KYC Process (Basic Information & Email ID verification)



## BASIC:

Prefix*	First Name *	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix *	Father's Name/Spouse Name*	Prefix*	Mother's Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender *	Nationality *	Marital Status *	
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	<input checked="" type="radio"/> Indian	<input checked="" type="radio"/> Single <input type="radio"/> Married	<input type="text"/>

## FATCA

Tax resident other than India ⓘ

Yes  No

### CONTACT \*

Email Id \*

Verify

Email Address Relation \*

Select

STD Code

Telephone Number



# e-KYC Process (Upload Photo and Signature)

A screenshot of a web form for e-KYC. The top section is titled "UPLOAD CLEAR IMAGE OF PASSPORT SIZE PHOTO \*" and contains a red dashed rectangular box with a grey silhouette of a person's head and shoulders inside. The bottom section is titled "UPLOAD CLEAR IMAGE OF SIGNATURE \*" and contains a red dashed rectangular box with the letters "A", "B", "C", and "D" spaced out horizontally inside.

*Investor has the option of taking print out of this form, attach their Photograph, affix their signature and send the filled form to the Stock Broker's Address.*

# e-KYC Process (Basic Information & Email ID verification)



## PERMANENT ADDRESS

Address Line 1 \*

[Redacted]

Address Line 2

Address Line 3

[Redacted]

PIN \*

[Redacted]

State \*

[Redacted]

City \*

[Redacted]

Country \*

[Redacted]

# e-KYC Process (Bank Account Details)



Bank Name: [REDACTED] IFSC Code: [REDACTED]

MICR Code: [REDACTED] Branch Name: [REDACTED]

Branch Address: [REDACTED]

Account No: [REDACTED] Name as per Bank: [REDACTED]

Account Type  
 Savings  Current

 UPLOAD EQUITY BANK PROOF IMAGE\*

- Documents allowed :**
- Latest Income Tax Return
  - Bank Statement
  - Salary Slip
  - Demat Account Holding by value

# e-KYC Process {Video In Person verification (IPV)}



## WEBCAM IPV

Write the below code on a piece of paper and hold it in front of the camera

0 9 8 7 6 5 4 3 2 1



*Representative of the Stock broker will complete the In Person verification process via Webcam which can be done through the website of the Stock broker or any other mode like WhatsApp.*

# e-KYC Process

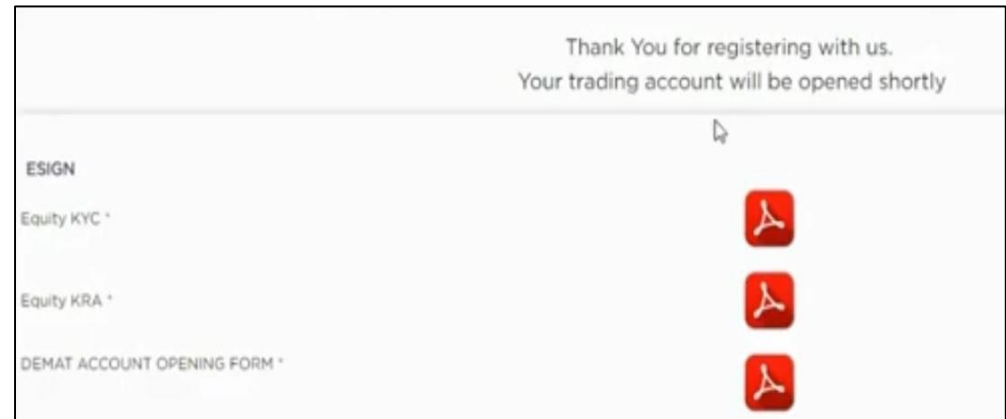
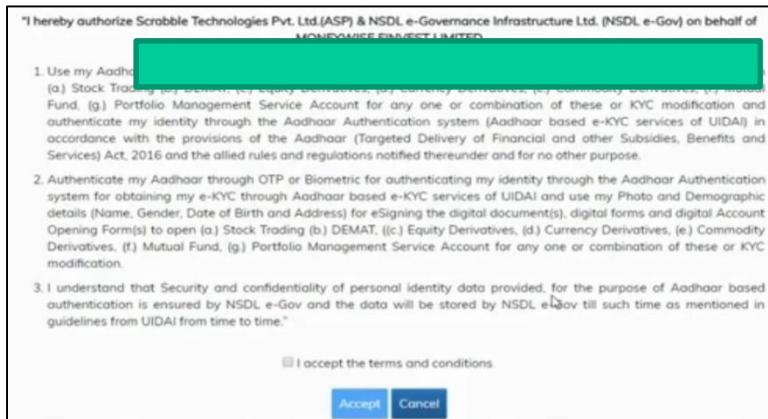
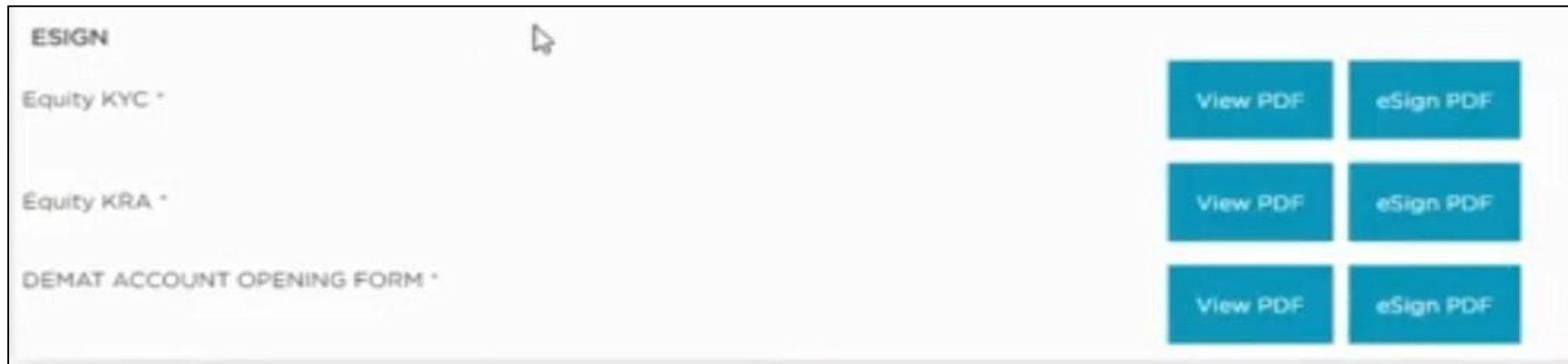
## {Video In Person verification (IPV)}

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- Stock Broker may take Video IPV (VIPV) subject to:–
  - ✓ Live VIPV after obtaining consent.
  - ✓ Video should be clear and still and investor should be easily recognisable.
  - ✓ To have random questions and responses from Investors including displaying documents, KYC form & signature or could also be confirmed by an OTP.
  - ✓ Stock broker to check if Photograph of the customer downloaded from Aadhaar authentication matches with the same in VIPV.
  - ✓ Stock Broker to digitally save a copy of this video in a safe, secure and tamper-proof database.

# e-KYC Process (E-Sign)



- E-Sign: Facility that lets an individual, either submit the online KYC documents with image of their signature or option to investor to download and print the form, sign the printed form and then scan and submit the signed form on e-sign.

# e-KYC Process (Uploading Documents via DigiLocker)



- Digital locker facility: <https://digilocker.gov.in/>.
- Also available on various App Stores on Smartphones.
- Allows easy storage and sharing of scanned/ digital formats of documents.
- Accessed via Aadhaar Number / OTP on Linked Mobile Number.
- User manual for DigiLocker: <https://digilocker.gov.in/assets/img/DigiLocker-User-Manual.pdf>



# e-KYC Process (Post Completion of Application)



Fill all information as per online KYC process.



Take a print out of completed KYC form, sign it and send the scanned copy/ photograph of the filled form to Stock broker under e-Sign.

**OR**

Affix online the cropped signature on filled KYC Form and submit same to Stock broker under e-Sign.



Stock Broker to send KYC completion intimation letter through registered post/ speed post or courier to the address of the investor.



# Brokerage Plan



**TRADING**

Segment Preferred

- Equity Cash
- Commodity
- MF
- Equity Derivative
- Currency

Equity Brokerage Plan  
[Redacted]

Commodity Brokerage Plan  
[Redacted]

Select Running Account Authorization: Once in a Quarter

No. of years of Experience/Investment

Contract Note:  Electronic (ECN)

Trading Mode:  Online  Offline  Both

Branch

*Income Proof Document needs to be submitted for trading in Derivatives (F&O) segment.*

*Check if Stock broker offers Physical / Electronic Contract Note.*

*Select Mode of trading : Offline (visit to branch / Phone Call) / Offline (Website / App).*

# Demat Account Opening



DP  
Do you want to open DP Account?  
 I want to open demat account

Depository Name  
CDSL

Account Opening Scheme  
Account opening Charges

SMS Required  
 Yes  No

Statement Frequency  
 Monthly  Quarterly  As per SEBI regulations

*In case investor wants to open only a Trading or only a DP A/C, he may contact the Stock Broker.*

*For SMS alerts.*

*Can vary as per plan offered by DP.*

# Contents of Welcome Kit for New Trading and Demat Account



## Client Profile sheet (For Trading Account)

- Trading Account number / Unique Client Code (UCC).
- User Name / CRN Customer Relationship Number (CRN).
- Relationship Manager & Dealer's details.
- Stock Broker Branch address and designated phone number to place trades.
- Linked (Registered) Bank & Demat account.
- Brokerage applied on your trading account.
- Contact details for lodging complaints and grievances.

## Password for Online Login

- Used to trade, verify transactions, check account details.
- Given in a sealed envelope.
- Used to activate the Online account and update the password.

# Contents of Welcome Kit for New Trading and Demat Account



## Client master (For Trading Account)

- Depository Account number.
- Details of Nominee.
- Correspondence address and contact details.
- Linked (Registered) Bank account.
- Brokerage addendum, if applicable.

## Delivery Instruction Slip (DIS) Booklet

- To transfer shares from one account to another by submitting duly filled printed copies of DIS to Branch of Stock broker and fulfilling all trade obligations.

➤ Stock Broker may provide the Welcome Kit by Post/ Email.

# Good Practices of a prudent investor

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- Deal only with **SEBI registered intermediaries**.
- Do not give any blank documents to DP/ stock broker. **Strike off the fields which are not filled.**
- **Read carefully** all the documents before signing.
- Should **not submit incomplete KYC documents to DP/ stock broker.**
- Provide correct **email id** & **Mobile number** for receiving timely alerts related to any transaction being carried out in your account.

# Good Practices of a prudent investor

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- Make sure **no email id is generated by the Stock Broker.**
- **Do not share** user Id and password details of your accounts with anyone.
- Select the **Segment and Stock Exchange** on which you wish to trade.
- Do not trade on any **tip-offs / SMS / Emails / Assured Return Schemes.**
- Go through all the official **SMS & Emails provided by the Stock Exchange** and **Stock Broker.**

# Good Practices of a prudent investor

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- Beware of unauthorized Stock Brokers.
- Beware of Fixed / assured returns.
- Don't Trade on the basis of Hot investment tips or unsolicited investment advice giving assured/ unrealistic returns.
- Keep a regular check of your running account and settle your account periodically.
- Examine and review transactions and holding details in your trading and demat account periodically.
- Transfer funds / securities only from registered Bank Account / Demat account.
- Power of Attorney (PoA) is not Mandatory. Further, you can cancel your POA anytime.

**Reference :** <https://www.bseindia.com/static/investors/services.aspx>  
<https://www.nseindia.com/invest/first-time-investor-fraud-dos-and-donts>

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# Points to remember for new investors

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- Read all documents in KYC carefully before signing.
- Select the Segment and Stock Exchange on which you wish to trade by affixing your signature instead of a Tick mark or YES. Strike off which ever is not opted.
- Sign on the Tariff Sheet.
- Select / Unselect Online Trading Option.
- Power of Attorney (PoA) should only be given to access your accounts to the extent of the obligation. No POA to be given to trade on your behalf.
- Policies, Procedures, Brokerage Rates, Other Charges vary for every Stock Broker.
- Investors have to sign only on one document while opening any account and are supposed to submit KYC documents only once.
- Give your own email id/mobile number while submitting the KYC documents.
- Please remember that no one can guarantee assured returns in the securities market.



# Communications sent to Investor from Exchange

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- Welcome email to new investors.
  
- Free of charge SMS and email alerts for any trading/ transaction activity that would happen in their trading and demat account.
  
- Monthly balances available with the Stock Broker:
  - ✓ End of day fund balances.
  
  - ✓ End of day securities balances.
  
  - ✓ Details of securities pledged and funds raised.

# Rights of a New Investor

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- A client should receive a **copy of the signed KYC within 7 days.**
- Select type of account (**Running Account / Bill to Bill.**)
- Decide on the **Stock Exchange and Segment** in which you want to trade.
- Decide in the **shares/ derivatives/ mutual funds** where you want to trade.
- To **receive user id and password and other credentials of the account,** in cases where you have opted for **Online trading.**

# Additional Information

- For further information, you may visit the following **web-sites** and **Mobile App**:

- [www.sebi.gov.in/](http://www.sebi.gov.in/)

- <https://investor.sebi.gov.in/>

- **Saaṙthi App**



- For Grievance Redressal, you may visit following website:

- [www.scores.gov.in/](http://www.scores.gov.in/)

Or, you may call SEBI at following Toll-free Helpline Numbers from 9:00am to 6:00pm on all days (excluding declared holidays in the state of Maharashtra):

☎ **1800 266 7575**

☎ **1800 22 7575**

*Helplines are available in 8 Languages:*  
English, Hindi, Bengali, Gujarati, Marathi,  
Kannada, Telugu and Tamil

**Thank You**