

PROCESS TO OPEN DEMAT & TRADING 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 our office to visit your place or you can come to our office for offline account opening. With ASBL, the process of opening a Demat /Trading account is easy and quick and requires the following essential documents on the investor's part. Here are the steps to follow for opening offline Demat/ Trading account.

- Fill out the Demat/ Trading account opening application form and affix your recent passport size photograph with sign across it.
- PAN is the mandatory requirement for opening of Demat/Trading account and investment in securities market. So, please provide self attested copy of your PAN and ensure your PAN is linked to your Aadhaar.
- Attach Proof of Identity and Proof of Address such as your Aadhaar card, PAN card, Voter ID card, Driving licence, Passport etc. These proofs can be photocopies of appropriate documents, but it is mandatory to carry the originals with you for spot verification.
- Provide a Cancelled Cheque and/or Bank Statement (Not more than three months old) as proof of bank details.
- Provide copy of Income Tax Returns as proof of income.
- The next step is to execute the mandatory documents. It outlines your responsibilities and rights as a trader / investor as well as where you stand vis-à-vis your Stock Broker / Depository Participant. This is an important document for future reference.
- Please read and sign the account opening form and annexure and submit to us for further processing.
- Then we shall conduct In-Person verification (IPV) and if the client is staying outside the local area and not able to come down to our office for IPV then the verification can take place through online mode.

- Then we shall verify the forms along with the KYC documents and upload your KYC with KRA and CKYC if found fit in all aspects.
- After satisfying with the document in all respects we shall open the Demat account first and allot UCC/BOID to investor.
- The next step is to upload the UCC file from the back office after allotting UCC/Beneficial Owner Identification number (or BO ID) on the exchange UCC portal.
- After upload 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.
- Please read the "Rights and Obligations of the Beneficial Owner and Depository Participant" and "Rights and Obligations of Stock Brokers, Sub-Brokers and Clients" as Prescribed by SEBI, Depositories and Stock Exchanges.

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Currently, we are not providing Online Demat & Trading Account opening facility.