

Opening of Trading & Demat Account

Client registration and account opening can be done either online (through web application) or offline (through submission of physical AOF).

a) Online Account Opening

Online accounts opening facility is available only for resident individual category, whose Aadhaar is linked to mobile number. Before proceeding for online account opening, following documents may be kept ready:

- Copy of the PAN Card
- Scanned copy of wet signature on a plain paper
- A bank account proof in the client's name
- If a client wants to trade in derivative segment/s an income proof also needs to be made available (Income proof: Copy of ITR acknowledgement / Networth certificate / bank statement for the last 6 months / Demat holding statement/ latest salary slip / Form 16)

Steps for Online Account opening

1. Go to website <https://www.dbfsindia.com>
 2. Click on Account Opening
 3. Select any one of the 3 brokerage plans as per choice
 4. Fill the details and sign up
 5. Give Email Verification Code and mobile OTP
 6. Fill PAN and DoB
 7. Select the required mode (Aadhaar KYC using DigiLocker)
 8. Enter Aadhaar Number and verify Aadhaar OTP
 9. Please enter your 6 digit Security PIN to Sign in
 10. Click a live photograph
 11. Fill in the customer details in the web form
 12. Attach the supporting documents (PAN, wet signature, bank proof, income proof)
 13. Generate the AOF in pdf
 14. E-sign the AOF using Aadhaar authentication
 15. After submission, message will be received in the email id
 16. Account will be activated after verification by the KYC team
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Offline Account Opening (Physical)

Offline Account Opening is officiated by employees or Authorised Persons. Both the instances, the account opening is initiated from the branch.

Documentation: Pre-printed AOF has to be filled and signed by the client along with supporting documents.

- A passport-size photograph
- Copy of the PAN Card (Self attest)
- Residential Address Proof (Aadhaar card or Driving license or Voters id or Passport or Latest Bank statement or Water bill or electricity bill)
- A bank proof in the client's name (Cancelled cheque with the name printed on it, Latest Bank statement, Bank passbook copy with the bank account number, bank logo, seal etc.)
- If a client wants to trade in derivative segment/s, proof of annual income also needs to be submitted (Copy of ITR acknowledgement / Networth certificate / bank statement for the last 6 months / Demat holding statement/ latest salary slip / Form 16)

OVD and In Person Verification: In person verification (IPV) is mandatory for all trading accounts. In-person verification has to be conducted by the Employee or Authorised Person. The person conducting IPV shall also verify the original valid documents of which the attested copies are submitted.

Unique Client Code: Customer details are entered in the back-office module and a unique client code is generated by the branch. Original AOF is sent to the HO for further processing.

Client Registration – Work-flow at HO

- a) Receipt of Original Documents at HO and inwarding
- b) Primary verification of documents – both Trading A/c & Demat A/c
- c) If the documents are ok on primary verification, Final verification and Approval
- d) Uploading of details to exchanges, submission of KYC details for registration with KRA (CVL KRA) and CKYCR (CERSAI)
- e) After confirmation from exchange and validation by KRA activation of Client code in the terminal
- f) If there is deficiency in the documents, informing the concerned branch through mail regarding the same