

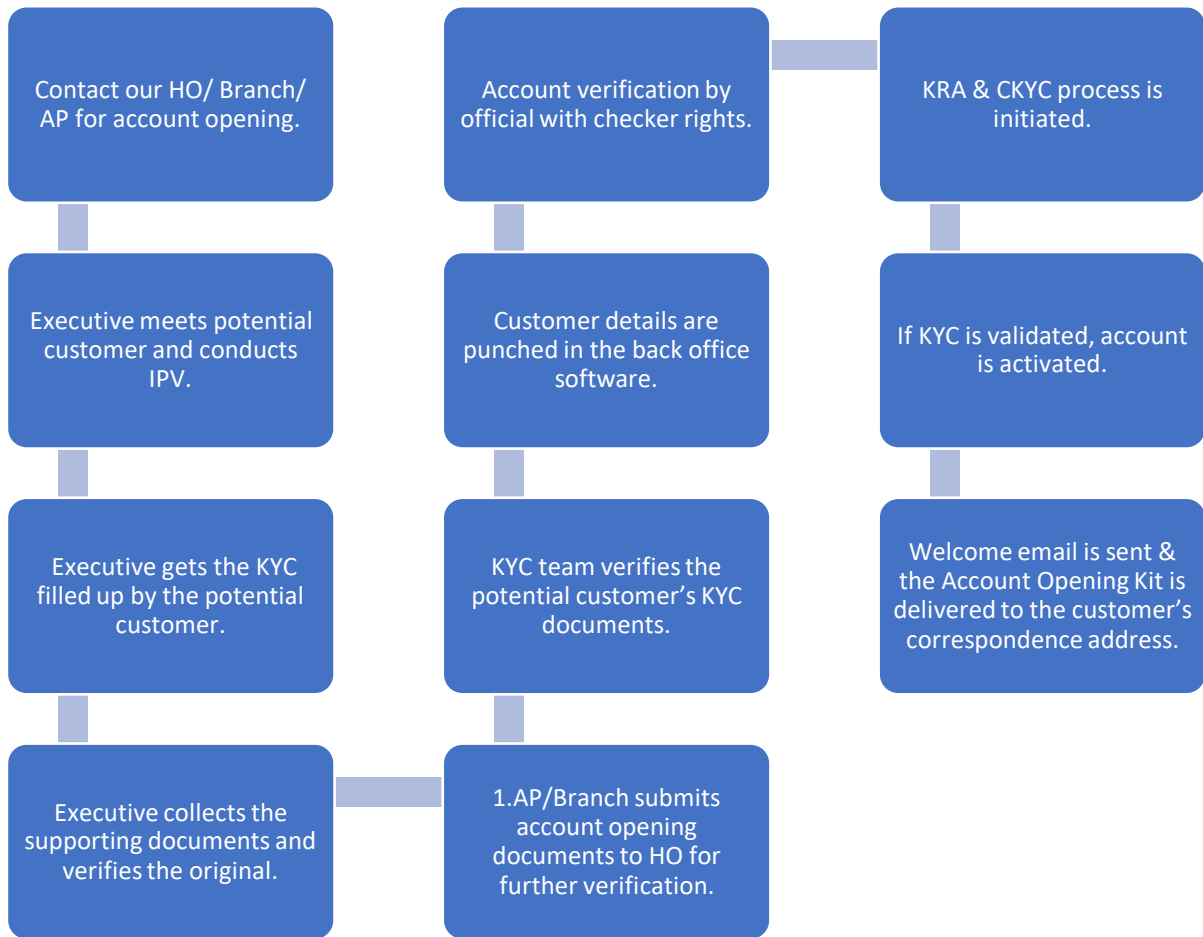
OFF LINE ACCOUNT OPENING PROCESS FLOW:

1) Open account for Individuals via the Physical mode & Non-Individual Account Opening Procedure

This document contains the step-by-step procedure to open an account with P.Suryakant Share & Stock Brokers Pvt.Ltd.&PSJ Securities Pvt. Ltd.via the Physical mode. The same steps can be followed to open a Non-Individual Account.

1. The potential customer may contact us for account opening by visiting our head office/ branch office or through AP.
2. Our Executive meets the potential customer and conducts the In-Person Verification (IPV).
3. The Executive gets the KYC filled up by the potential customer.
4. The Executive next collects the supporting documents and verifies them against the originals. **Please refer to list of Proofs that need to be submitted to open a demat& trading account for individuals & non individuals. (Refer Annexure A)**
5. If account opening is initiated through AP/Branch, AP/Branch submits account opening documents to HO for further verification.
6. The KYC team of demat& trading department verifies the potential customer's KYC documents.
7. If documentation is found proper & form is complete in all aspects, the basic data of the customer is punched in the back-office software.
8. The KYC documents & details are verified by official with checker rights i.e., having required NISM certification.
9. If account is approved by checker, KRA & CKYC process is initiated by the KYC team. If the KYC is found to be valid, the account is activated.
10. Lastly, Welcome email is sent & the Account Opening Kit is delivered to the customer's correspondence address.

Account Opening Flowchart – Physical and Non-Individual Accounts



ANNEXURE A

(A) INDIVIDUAL

1) Proof of Identity

PAN: Linked PAN UID compulsory

- Additional POI
- Aadhaar Card
- Voter ID
- Valid Driving License
- Valid Passport
- NREGA Job Card

2) Proof of Address: Permanent/Correspondence Address

- Aadhar Card
- Voter ID
- Valid Driving License
- Valid Passport
- NREGA Job Card
- National Population Register Letter
- Utility bill which is not more than two months old of any service provider (electricity, telephone, piped gas, water bill)
- Property or Municipal Tax receipt
- Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings if they contain the address
- Letter of allotment of accommodation from employer issued by State or Central
- Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies

Important Note: Bank Statement or Rent Agreement will be not accepted as Permanent Address Proof or Correspondence Address Proof.

3) Bank Proof

- Personalized cheque leaf
- If not personalized, then Cheque leaf + Bank Statement/Passbook (not more than six months old.)
- Bank Statement/Passbook with IFSC & MICR

(4) Income Proof: Required if you want to trade in F&O (futures and options)/ Currency segments

- A bank statement for the last 6 months (The statement must be in your name.)

- The latest salary slip of last 3 months
- ITR (income tax return) for last 2 years
- Form 16
- A certificate of net worth
- A statement of demat holdings showing current holdings with a value of more than ₹10,000.

(B) CORPORATE ACCOUNT

Documents required to open a Corporate Account

- Company PAN and Registered address proof.
- Copy of the balance sheet for the last and latest 2 financial years (to be submitted every year).
- Copy of latest share holding pattern including the list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulation, duly certified by the company secretary / whole time director /MD (to be submitted every year).
- List of directors with SMO details as Full name, date & place of birth, DIN, citizenship, country of residence, position in company.
- Copy of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution.
- Authorized signatories list with specimen signatures along with authorization letter.
- CIN (Company Identification Number).
- Bank Proof (original cancelled cheque leaf).
- Parent company PAN and 100% shareholding pattern.
- OVD of related persons (Directors, Authorized signatory & UBO).
- CKYC of related persons (Directors, Authorized signatory & UBO).
- Income Proof for FO & currency segment.

UBO: more than 10% of shares or capital or profits of the company.

(C) HUF ACCOUNT

Documents required for HUF Account

- HUF PAN Card copy.
- Deed of declaration of HUF/List of coparceners.
- Latest Bank passbook/bank statement in the name of HUF with latest three months' transactions.
- Proof of Address in the name of HUF.
- Bank Proof (cancelled cheque leaf/ bank statement/ passbook with IFSC & MICR).
- CKYC of HUF/Karta.
- Coparceners ID Proof.
- Income Proof for FO & currency segment.
- In case of HUF of Karta death:

- Next Karta shall be eldest coparcener in the HUF or a coparcener who is appointed as Karta by an agreement reached amongst all the coparceners of the HUF.
- New Karta shall submit the new list of members.
- Notarized copy of death certificate of the deceased Karta.
- No Objection Certificate from the surviving members of the HUF for him.
- HUF Declaration on demise of Karta.

(D) LLP ACCOUNT

Documents required to open an LLP Firm Account:

- LLP PAN (Pol) and Registered Address Proof (PoA)
- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- LLP Certificate of registration
- Copy of LLP Partnership deed
- Authorized signatories list with specimen signatures
- Bank Proof (cancelled cheque leaf/ bank statement/ passbook with MICR & IFSC)
- Latest bank transactions statement
- LLP Board Resolutions copy
- OVD of all related persons (Partners, Authorized signatory & UBO)
- CKYC of all related persons (Partners, Authorized signatory & UBO)
- Income Proof for FO & currency segment.

UBO: more than 15% of the capital or profits of LLP.

(E) PARTNERSHIP ACCOUNT

Documents required to open a Partnership Firm Account:

- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- Certificate of registration (for registered partnership firm only)
- Copy of Partnership deed
- Authorized signatories list with along with letter of Authorization
- Bank Proof (cancelled cheque leaf)
- Latest bank transactions statement
- Partners Authorized Declarations Format
- Pol (PAN) and PoA of Partnership Firm
- OVD of all related persons (Partners, Authorized signatory & UBO)
- CKYC of all related persons (Partners, Authorized signatory & UBO)
- Income Proof for FO & currency segment.

UBO: more than 15% of the capital or profits of partnership firm.