



**PROCESS TO OPEN DEMAT / TRADING ACCOUNT OFFLINE**

Here are the steps to follow for offline Demat / trading account opening:

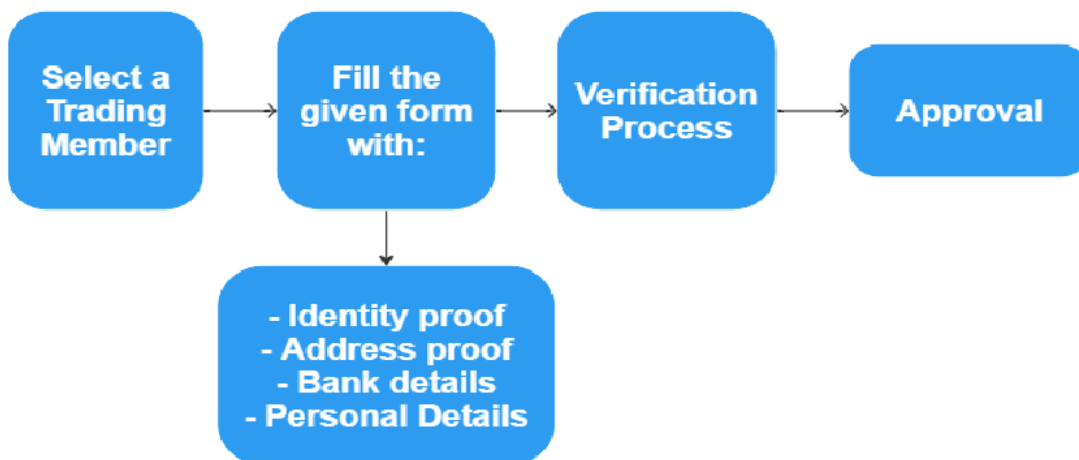
Fill out the Demat / trading Know Your Client (KYC) / Client Registration Form and attach proof of identity and proof of address. This proof can be photocopies of appropriate documents, but it is mandatory to carry the originals with you for spot verification.

The next step is to execute the client agreement with your broker / DP. It outlines your responsibilities and rights as a trader/investor as well as where you stand vis-à-vis your brokerage firm / DP. This is an important document for future reference.

Then the broker verifies the documents and if found to fit in all aspects, the Beneficial Owner Identification Number (or BOID) and the Unique Client Code (UCC) are allocated. If you are an online trader, the login and password are also given for access.

The offline process can take 5-7 days. Demat account opening along with the trading account requires proof of identity, proof of residence, PAN Card, Cancelled Cheque as proof of bank account and bank statement / tax returns as proof of income.

## How to Open a Account Offline



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