

USER MANUAL & BASIC REQUIREMENTS -EKYC

❖ Process to submit the Account Opening Form through KYC Venue : (For RM Login)

- Login on mobile app (KYC VENUE) with login credential. The app can be downloaded from Play store for android users.
- Go to application for registration of client
- Enter name and pan details of client.
- Fill up client details step by step as per icon provided on the screen.
 - o Select Segment
 - o Basic details
 - o Address
 - o Trading
 - o Demat
 - o Bank
 - o Others
 - o Nominee
 - o POA
 - o Review
 - o Submit
- On submission, application will be reviewed by KYC department and send their comments, if found to be ok then application will be approved.
- Intimation will be send to RM about the same, then RM needs to e-sign the document (PDF) using aadhar details of client and also IPV of the documents by respective branches/AP/sub broker/employee of AP.
- KYC will then open the account on the system and trading credentials will be mailed to clients.

❖ Basic Requirements Prior to Start Submitting the application through the KYC Venue

Details required and Scanned copies /Images of the below documents should be available:-

- Name of the client
- Date of Birth of the client
- Pan Card Details and Image
- Aadhaar Card Details and Image: - should consist of updated mobile no. (As OTP will be received at the time of E-sign process once the form is approved).
- Valid Mobile no. (as OTP will be send to verify)
- Valid Email ID (as OTP will be send to verify)
- Complete Permanent Address with Pin Code.(Address proof required as Image)
- Complete Correspondence Address with Pin Code (If different from Permanent address then proof of address required as Image)
- Bank Details (Bank Name, Branch Name,MICR code,IFSC code,Cheque no. , Bank Statement/Cancelled Cheque Copy – Image Required).
- Gross Annual Income
- Networth As on Date
- Occupation (Business/Professional/Public –Private Sector/Retired/ Student/Housewife).

- POA copy (Original POA duly signed and stamped needs to be sent later to the HO – Image required).
- Segment to be specifies in which he wants to trade.
- Tariff Sheet Details (Original duly signed copy of Tariff sheet needs to be send to HO later – Image required).
- Client Photo -Image
- Client Signature
- IPV Details and Image
- Nominee Details if required (Nominees Name, Full Address, Pan Card , Date of Birth, Relationship with the client ,Percentage Share to be specified etc.)

END