

## How to Open Demat & Trading Account

### Offline-(Individual & Non-Individual)

- ❖ Designated Sales person / Branch Person visits the customer personally for opening a Trading & Demat account & Inform about the risk associated with securities market.
- ❖ Get fill and collect signed Know your client (“KYC”) form for opening of Trading & Demat account along with required self-attested documents such as Identity Proof, Address Proof, ultimate beneficiary owner (“UBO”), Bank details, Email, Mobile, Nomination with Nominee proof, KRA-CKYC application etc. (Mobile no. and Email Id are mandatory for all clients). The list of documents required for various categories of clients are provided separately ([Click here for updated Checklist and instruction for filling KYC form](#)).
- ❖ After collecting the KYC form along with desired documents, the same has been submitted to KYC department at HO.
- ❖ KYC department shall verify the documents and filled KYC form then send to customer care for telephonic verification.
- ❖ Customer care department shall call to client and verify the details filled in the KYC form like address, Email ID, mobile no etc.

### Online- (Individual)

- ❖ Visit <https://www.systematixgroup.in/>
- ❖ Click on the Demat Account Open button available at the right-hand side of the top menu
- ❖ Enter your Name, Mobile no, E-mail Id, City.
- ❖ Enter the OTP received on your both Mobile & Email
- ❖ You will be required to enter your details, PAN No. & Date of birth
- ❖ Address (You can extract your address from your DIGI Locker) / KRA
- ❖ Allow Systematix to access your Aadhar details
- ❖ Enter & Verified your Bank details & other information as required
- ❖ Fill the required information / details in the form
- ❖ Read all the instruction and tick all the checkboxes & Continue
- ❖ Enter Nominee details.
- ❖ To complete the online In-person verification (IPV)
- ❖ Digitally sign your application with Aadhar OTP.
- ❖ Review the account opening form and submit to complete the online account opening process.

### Common Process that would be followed by KYC/Demat team at Head office:

- ❖ Account Opening Department will check & verify KYC form & all the Documents.
- ❖ Verify the PAN from IT data base/Debarred Files/Watch out data base etc.
- ❖ In case client not registered with KRA and CKYC then register the client into KRA and CKYC.
- ❖ For already registered client With KRA and CKYC, fetch the information updated in KRA & CKYC. In case of variation, get filled modification form and submit modification form with KRA and CKYC.
- ❖ After getting approval from KRA and CKYC, uploaded the Unique Identification Number (UCC) with respective exchange.
- ❖ A welcome letter shall be sent to client along with copy of KYC form submitted on Email. In case of physical copy, client needs to send a request to us.