

## **ACCOUNT OPENING PROCESS FLOW**

**Objective:** To outline the steps involved in the account opening process for Demat and Trading Accounts at JBS SECURITIES Private Limited.  
**Process Steps:**

- Application Submission:

- Clients can open Demat and Trading Accounts at the Head Office.
- Accounts can be opened using physical account opening forms.

- Identity Verification:

- During the account opening process, the JBS staff/AP will verify the identity of the applicant.
- The photograph affixed in the account opening form will be cross-checked for identification purposes.
- Proof of identity documents attached in the form will also be verified.

- Document Verification:

- Client's PAN number and Bank Account details will be verified using NSDL PAN site and penny drop system to ensure accuracy and authenticity.
- The client's KRA (KYC Registration Agency) and CKYC (Central KYC) status will also be verified.

- Required Documents for Physical Account Opening:

- PAN Card
- Valid Address Proof
- Bank Account Details (Cheque Copy and Bank Passbook copy if name is not printed on the cheque)
- Passport Size Photographs

- KRA Validation:

- A valid mobile number and email address are required for KRA (KYC Registration Agency) validation.
- This step helps ensure that the client's KYC details are up-to-date and accurate.

- Account Opening Confirmation:

- Once all the necessary documents are verified and validated, the Demat and Trading Accounts will be successfully opened for the client.

- Welcome Letter:

- After the successful account opening, a welcome letter will be sent to the client's registered email address.
- The welcome letter may include important account details, guidelines, and contact information for future assistance.

**Responsibilities:**

- JBS Staff/AP: Responsible for guiding clients through the account opening process, verifying documents, and ensuring compliance with regulatory requirements.
- Clients: Responsible for providing accurate and genuine documents and Income, Networth and occupation related Information, as well as cooperating with the verification process.

**Completion:**

The account opening process is considered complete once all necessary verifications and validations have been conducted, and the welcome letter has been sent to the client's registered email address.

**Important Notes:**

- The account opening process aims to ensure the authenticity and accuracy of the client's information for compliance and security reasons.
- Verifying PAN, Bank Account details, KRA, and CKYC status enhances the legitimacy of the account and minimizes the risk of fraud.
- The use of physical account opening forms ensures that all required documents are provided for the account opening process.
- A valid mobile number and email address are essential for maintaining communication and ensuring a smooth validation process.
- The welcome letter provides clients with essential information to get started with their newly opened Demat and Trading Accounts.