

Steps for Opening Trading and Demat Account

Trading/ Demat account can be opened either online (Through E-KYC) or off-line (Physical KYC Form). Detailed write-up on the process is given below:

A. Procedure for Off-line/ Physical Account opening:

1. Obtain Physical KYC from the Head Office, Branch, Authorized Person or download the same from Website.
2. Fill the required details as indicated in the each field.
3. Follow the instructions specified in the form for completion.
4. Complete the KYC in all respect particularly the following fields:
 - (a) Segment/ Exchange Details
 - (b) Bank Account Details
 - (c) Demat Account Details
 - (d) Address/ Registered Address
 - (e) Mobile no
 - (f) Email ID
 - (g) PAN
 - (h) Nomination details
 - (i) Income/ Profession details
 - (j) Details of any past action
 - (k) Photographs
 - (l) Any other details as required.
5. Income details and Proof of income is mandatory in case of clients willing to trade in Future & Option segments or Commodity Derivative segments.
6. Nomination details shall be specified in case of Individuals.
7. Submit required Documents as specified in the instruction specified in the KYC. In case of Individual submit Proof of Identity and Proof of Address. In case of non-individuals, provide Board Resolution, Partnership Deed, AOA/ MOA, Certificate of incorporation etc.
8. Provide Bank Proof and Demat Account Proof.
9. Documents shall be verified with Original. In-person verification shall be carried out.
10. Submit the form along with required documentary proofs duly signed, stamped and complete in all respect.
11. If the information is correct, account shall be opened. Discrepancies or shortcoming shall be communicated for rectification and reconsideration.

B. Procedure for Off-line/ Physical Account opening (E-KYC) :

1. Login to website “www.shreetisai.com”
2. Select “Open Account” option to start the EKYC process
3. Verify the mobile no. and email id through OTP
4. Submit PAN, Date of Birth and Aadhar details
5. PAN verification shall be carried out
6. Aadhar and PAN shall be fetched from Digilocker/ KRA. Enter Aadhar detail in Digilocker portal. Enter the temporary OTP issued and continue
7. Enter remaining details and submit the same one by one as applicable:
 - a) Trading Preference
 - b) Bank Account Details
 - c) Demat Account Details
 - d) Address/ Registered Address
 - e) Mobile no
 - f) Email ID
 - g) PAN
 - h) Nomination details
 - i) Income/ Profession details
 - j) Details of any past action
 - k) Photographs
 - l) Any other details as required.
8. Add Nomination details. If the nominee details are not same as yours then untick the checkbox given and add the required details
9. Enter Bank Details. Bank will be verified by Penny dropping or based on documents submitted
10. In-Person verification: Submit following details like selfie, Signature, PAN Card picture and video for in-person verification and follow the indicated process.
11. Upload the documents as indicated.
12. Submit the documents. A copy of KYC set will be received on the email for verification.
13. Verify the documents and proceed for E-signature.
14. Enter OTP and make the final submission.
15. Approval shall be communicated by email. In case of any discrepancies, the same shall also be communicated and resubmission shall be allowed.



SHREE TISAI™
SECURITIES PVT. LTD.

Success Through Wealth Creation

Secondary markets

KYC and Account
Opening in
Securities Market

Trading / Demat Account Opening Form

➤ Documents to open Trading / Demat account:

PROOF OF IDENTITY

- Permanent Account Number (PAN) Card – Mandatory
- Voter ID Card
- Driving License
- Passport
- Aadhaar Card
- Any other valid identity card issued by Central or State Government

PROOF OF ADDRESS

- Voter ID Card
- Driving License
- Passport
- Ration Card
- Aadhaar Card
- Bank account statement or bank passbook
- Utility bills, e.g. electricity bill or gas bill.

- PAN Card: Mandatory Document & also Proof of Identity.
- Same document like Driving License/ Passport.
- Cancel Cheque & Signature Photocopy.

Trading/ Demat Account Opening Form

➤ Documents to open Trading/ Demat account:

Proof of Income (for investors who chose to trade in Derivatives – F&O/ Commodities/ Currency)	Proof of Bank Account (any one)
Bank account statement for last 6 months	Cancelled Cheque (with name of investor above sign here section)
Latest Salary Slips/ Form 16 in case of salaried person	Bank Passbook {with Indian Financial System Code (IFSC)}
Copy of ITR Acknowledgement	
Passport	
Copy of Net-worth Certificate issued by a Chartered Accountant	
Statement of Demat holdings	

➤ If investor is unable to produce the originals of these documents for verification, he may submit self-attested photocopies.

Officially Valid Documents (OVD)

S.No.	Officially Valid Documents (OVD)
1.	Passport
2.	Driving License
3.	Proof of possession of Aadhaar Number
4.	Voter's Identity Card
5.	Job card issued by MGNREGA duly signed by an officer of the State Government
6.	Letter issued by the National Population Register containing details of name, address
7.	Any other document as notified by the Central Government in consultation with SEBI

- In case OVD furnished by the investor does not contain updated address, then certain deemed OVDs (like Electricity Bill, Property Tax receipt, etc.) for the limited purpose of proof of address may be submitted.

Deemed - Officially Valid Documents (OVD)

- If OVD furnished by the investor does not contain updated address, then following documents/ equivalent e-documents shall be **deemed to be OVDs** (only as proof of address):

S.No.	Deemed Officially Valid Documents (OVD)
1.	Utility Bill , not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
2.	Property or Municipal tax receipt
3.	Pension or family pension payment orders (PPOs), if they contain the address
4.	Letter of allotment of accommodation from employer issued by Government departments, statutory or regulatory bodies, PSUs, etc.

- Investors submitting above mentioned documents as proof of address shall submit OVD with current address within a period of 3 months of submitting the above documents.

Documents in Account Opening Forms - Trading & Demat Account

- Account Opening Form has two type of documents :

MANDATORY DOCUMENTS

- Rights & Obligations of Stock Broker and Investor.
- Uniform Risk Disclosure Documents.
- Do's and Don'ts for trading on Exchanges.
- Policies and Procedures of Stock Broker.
- Tariff Sheet.

VOLUNTARY DOCUMENTS**

- Running Account Authorization.
- Power of Attorney (PoA).
- Electronic Contract Note (ECN) Declaration.
- Consent for electronic communication and receiving alerts (Email/ SMS).

** (to be submitted only if investor is availing of additional services)

SAMPLE KYC ACCOUNT OPENING DEMO


e-KYC

e-KYC Process - Outline


Fill the account opening details/ form online in the Shree Tisai website.



Client Must Be Filled All Mandetory Fields



Submit scanned images of the mandatory documents/ POA (Proof of address) / POI(Proof of Identity).



Complete IPV (In Person Verification) process over Captured Live Photo

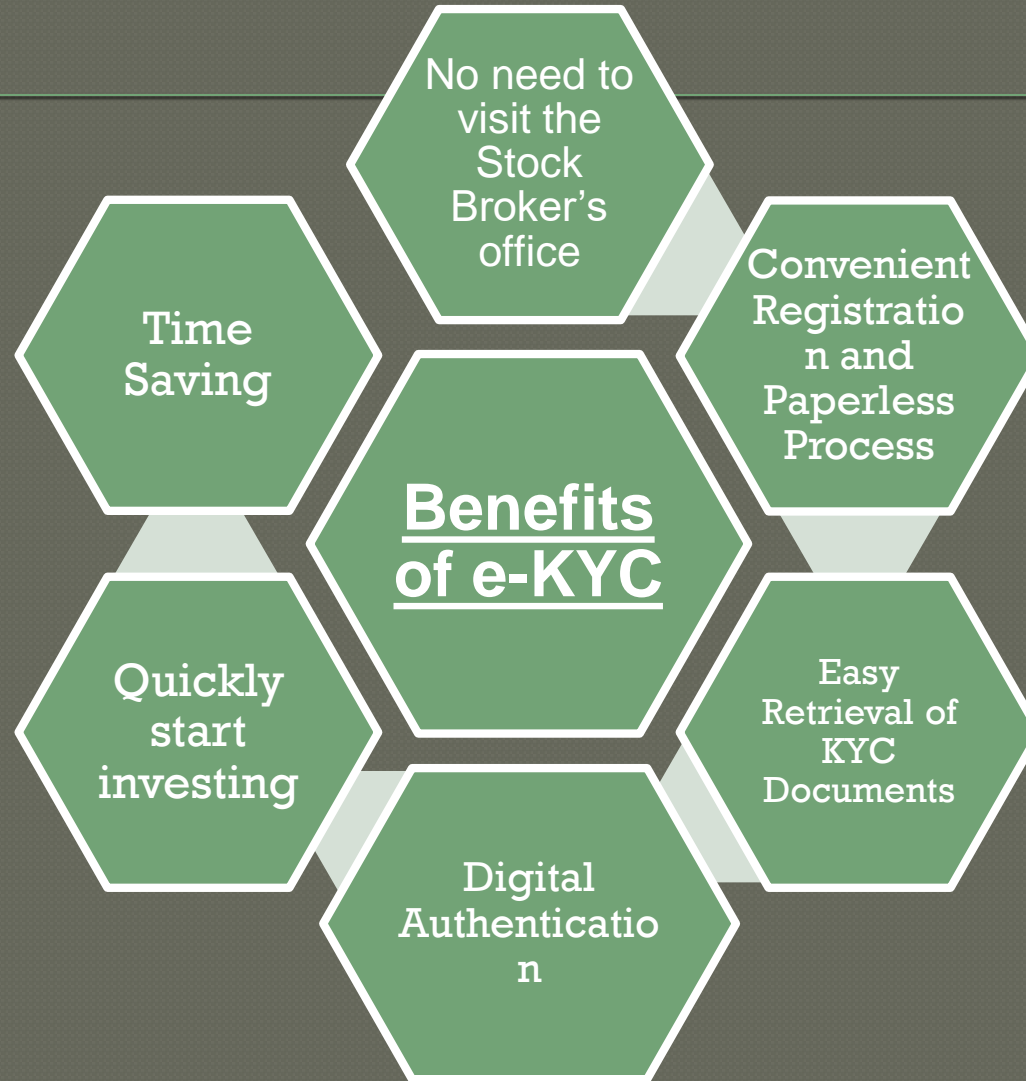


Digitally Sign the document.



Account gets activated.

Benefits of e-KYC



e-KYC Process

Process Outline:



Verification :

- Mobile and Email → through One Time Password (OTP)
- PAN → through Income Tax Database
- Documents other than Aadhaar → through Digilocker/ e-Sign mechanism
- Bank account details → by initiating small transfer (usually Re.1/-) which would provide details on name of account holder, bank and IFSC code, also called Penny Drop Mechanism.
- Upload Documents. (PanCard, Signature, Cancell Cheque, For F&O Addition Required 6 Months Bank Statement)

Open your Trading and Demat Account

How to open an account with us:

- Instant and 100% paperless.
- All your details are verified.
- E-Sign, and you are all set to trade.

Sign Up Now



SEND OTP

Open your Trading and Demat Account

How to open an account with us:

- Instant and 100% paperless.
- All your details are verified.
- E-Sign, and you are all set to trade.

Sign Up Now

Enter OTP



100s Waiting for OTP..

VERIFY OTP

Resend

Your contact details please!

- Share your email id
- We will verify it through OTP
- Share your reference/RM code

Email ID *

Do you need Relationship Manager ?

Yes

No

Reference Code

Please accept the [Terms & Conditions](#)

REGISTER

Your contact details please!

- Share your email id
- We will verify it through OTP
- Share your reference/RM code

Enter OTP



95s Waiting for OTP...

You will receive an OTP on your Email ID

VERIFY OTP

Resend

We'll begin with your PAN First

- Insert Your PAN and Date of Birth as mentioned on your PAN Card
- Your Account Name will be taken as mentioned in the Income Tax Database
- Under new PMLA regulations, please ensure that your Aadhar Number is Seeded in your PAN

PAN (Permanent Account Number)

Date Of Birth (as per Pancard)



Please accept the [Terms & Conditions](#)

SUBMIT

We'll begin with your PAN First

1. Insert Your PAN and Date of



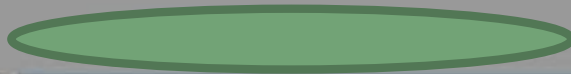
Name As Per PAN



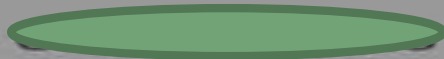
PROCEED

CANCEL

Number)



Date Of Birth (as per Pancard)



Please accept the [Terms & Conditions](#)

SUBMIT

Choose Your Segments

- Select your trading preferences.
- Select brokerage plan as per your requirements.
- Make payment from your preferred mode.

Equity

[View Brokerage](#)

Lifetime Account Maintenance Charges

₹ 847.46

GST 18%

₹ 152.54

Amount Payble

₹ 1000.00

[PROCEED](#)

Select Brokerage Plan



iTradeOnline

INTRA DAY

MAX-0.05, MIN- 0.05 BOTH SIDE

DELIVERY

MAX%-.50, MIN-0.05

FUTURE

MAX-0.05, MIN- 0.05 BOTH SIDE

OPTION

100 RS. PER LOT

SELECT

Lifetime Account Maintenance Charges

₹ 847.46

GST 18%

₹ 152.54

Amount Payable

₹ 1000.00

PROCEED

registered with Digilocker. Click on the button "Connect To Digilocker". Digilocker will open as a pop-up on your screen where provide your Aadhaar number and authenticate with OTP. You will then be required to set your PIN and give your consent to provide your Aadhaar document to us for KYC. Your 12 digit Aadhar number is never fetched, stored, revealed or collected. The Aadhaar and the PAN ANLPK5785A should belong to you.

- ✓ By clicking the below button, I have read the Aadhaar user consent document and voluntarily consent to share my Aadhaar information with Shreetisai for conducting KYC for opening a trading and Demat account adhering to KRA regulations (2011) and PMLA guidelines (2002).

CONNECT TO DIGILOCKER



DigiLocker

A Digital Document Wallet from Government of India

Shree Tisai

You are about to link your DigiLocker account with Shree Tisai application of Trustline Securities Limited. You will be signed up for DigiLocker account if it does not exist.

Enter Aadhaar Number to continue with DigiLocker

Next

[Return to Shree Tisai](#)



DigiLocker

A Digital Document Wallet from Government of India

Shree Tisai

UIDAI has sent a temporary OTP to your mobile ending in *****7070(valid for 10 mins).

101 Seconds

Do not refresh or close!

Continue

[Return to Shree Tisai](#)

Shree Tisai

Shree Tisai would like to access your DigiLocker to:



Get the list of issued documents.



Download the issued documents.



Get the list of uploaded documents and folders.



Download the uploaded documents.



Upload documents to your DigiLocker.



Pull documents into your DigiLocker from issuers.



Get your profile information (Name, Date of Birth, Gender).



Get your e-Aadhaar data.

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

Allow

Deny

Please Verify Your Details

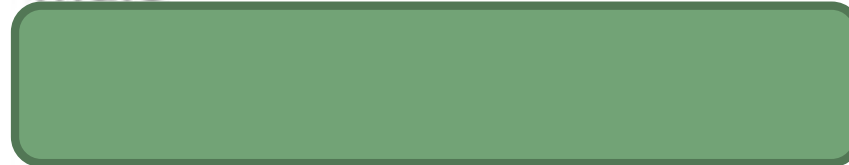


Father's Name :

D.O.B :

Gender : Male

Address :



CONTINUE

- I agree to open a trading and demat account.
- I confirm to have and understood the contents of Equity Annexure and Commodity Annexure Documents.

Father's / Spouse Name

Marital Status

Married



Spouse Name

Annual Income

5-10 Lac



Politically Exposed

No



Mother's Name

Education

Graduation



Trading Experience

8

Occupation

Business



Segment



BSE Cash



NSE Cash



NSE F&O

Do you want to add nominee



Yes



No

SUBMIT

First Nominee

Name

email

mobile

DOB

relation



city

state

MAHARASHTRA

address1

ADULTERATION OF RECORDS

address2

[Redacted]

Nominee1 Percentage

100

Select any ID PROOF

pan

POI Reference Number

[Redacted]

Identity Proof (only png, jpg)
(file should be less than 4MB)

Change... IMG-20220421-WA0000.j...

Add Second Nominee

Add

SUBMIT

- Provide Bank account details wherein you are sole/primary holder
- We'll verify your bank account by transferring one rupee into it

Bank Account Number

Confirm Account Number

IFSC Code

Account Type

SUBMIT

Bank Account Details

- Provide Bank account details wherein you are sole/primary holder
- We'll verify your bank account by transferring one rupee into it

Your bank account details has been successfully verified

×

Confirm Account Number

IFSC Code

Account Type

Saving Account



SUBMIT

Upload Your Document - Final Step

PAN Copy

No file Selected

Your current signature

No file Selected

Bank proof

Only required if you want F&O and MCX trading. Not required if you just want to buy and sell equity stocks.

Select 

No file Selected

Please provide password if you are uploading a password protected file

SUBMIT AND CONTINUE

Important Image instructions

- > Capture clear image with a sufficient light
- > Background of the image should be plain, preferably white
- > Do not use the rotated image. .
- > All the details on the pan card should be clearly readable
- > Pan card should not be tampered



CONTINUE

×

Only required if you want F&O and MCX trading. Not required if you just want to buy and sell equity stocks.

Select

Browse... No file Selected

Please provide password if you are uploading a password protected file

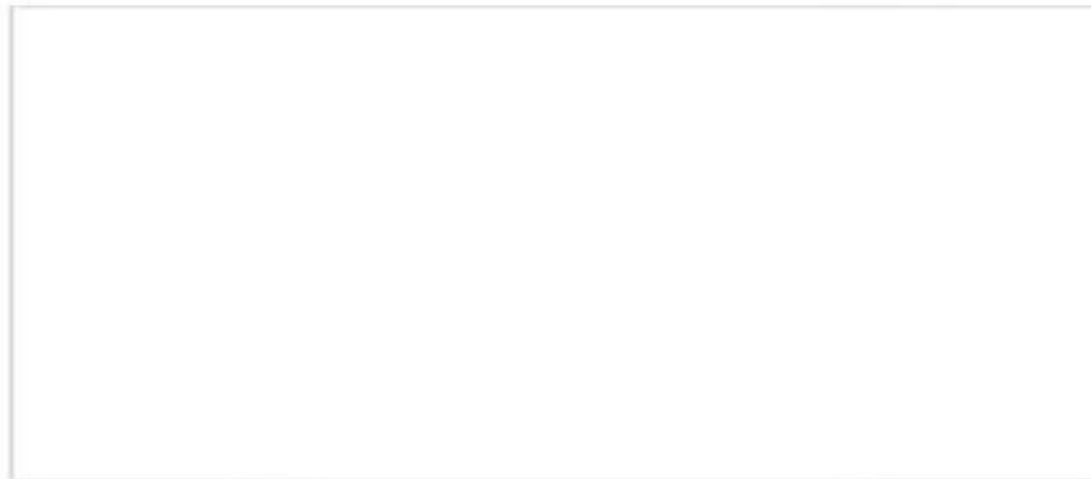
SUBMIT AND CONTINUE

Webcam Client Image - Final Step

Important Image Instructions

- > Do not wear goggles, cap or anything covering the face
- > Capture clear image with a sufficient light
- > Not other person should appear in the image
- > Distance between the camera should not be more than 0-5 meter
- > Background of the image should be plain, preferably white
- > Do not use the rotated image. Capture only an up-right image .

Specimen Image



ENABLE CAMERA

SUBMIT FOR VERIFICATION



Thank You