

Demat Account opening Process (offline)

Clients who wish to open a demat account with Coimbatore Capital (CCap) shall visit the branch of CCap or Head office (Ho).

Printed Account opening forms as per the format prescribed by NSDL (Form 9 with KYC form) are issued to clients willing to open Beneficial Owner Accounts. Application Numbers are pre-printed.

Client should submit clear and visible self-attested copies of the following documents and Passport size Photo, carry originals for verification.

Copy of the PAN card

Address & Identity Proof: Aadhar card/ Passport /Driving License/Passport

Bank Account Proof: Cheque leaf with name printed on it or Bank passbook or Bank statement with MICR and IFSC code.

In case of Joint holder account all holders must submit KYC form and supporting documents.

As per SEBI directive nomination or opting-out nomination details is mandatory for all account holders except Corporate, HUF and Trust demat accounts. The client either nominate or submit opt out nomination form.”

As per SEBI guidelines In-person verification and originals verification carried out by cCap branch officials /HO and affix a seal as **“In-person verification and originals verified by** “and put his/her signature along with employee code.

Branches officilas will receive the Account opening form and forward to Head office (HO) on the same day by courier. On receipt of the application form HO should inwards the application form and verify its contents. The forms which are not in order are sent back to branches for rectification.

PAN details verified with income tax database and affix a stamp as **“PAN Verified”** and signature of the staff in the HO.

KYC status of the PAN is checked along with details as per KRA database (if PAN is registered) and the details mentioned in the form. If there is any difference between details mentioned in the form and that in KRA database, the KRA database is updated. In case PAN is not registered in KRA, a new record is entered and documents uploaded as per requirement. The same process is carried out with CKYC database.

Verified application details are entered in the Back office software .From back office software the details are electronically transferred into the DPM software. We follow NSDL/SEBI guidelines while opening the account. Account will be activated in DPM software.

Account opening Procedure – online

Clients open a Demat and Trading account through the NSDL web application known as “**Instigo DIY**” (**Do It Yourself**) integrated on our website under the “**Online Account Opening**”.

The client will be required to visit our website, fill the desired details. Then upload scanned copies of necessary documents for complete the above process.

Client is required to keep all the following documents scanned and handy.

- PAN details (JPEG & PNG Format, Size 2mb)
- Aadhaar details to complete eKYC for eSign
- Mobile for OTP authentication
- Bank Account details such as Bank Account number and
- Cancelled Cheque leaf with applicant name. (JPEG & PNG Format, Size 2mb)
- Signature on white paper. (JPEG & PNG Format, Size 96kb) (Scanned, cropped and clearly visible)
- Bank account statement. (PDF Format, Size 2mb)

There is no need for any physical submission of documents except Power of Attorney (POA).

Confirmation of Demat Account

After opening the Demat Account [i.e., Account in **Active status**] HO will dispatch welcome kit containing Client Master list, delivery Instruction Book(Optional) and Instructions to operate beneficiary account to the client address directly.