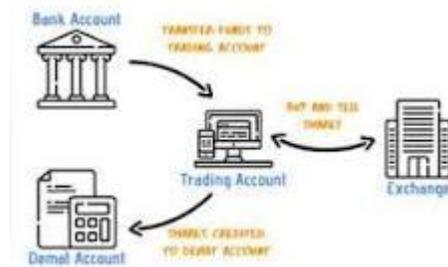


# Trading and Demat Account Opening

## What is Trading and Demat Account?

### Trading Account:

A trading account is a digital account that is used to do buying and selling in the online market. You can also say a trading account provides a link between your trading account and your demat account. The funds you add are also transferred through your trading account.



### Demat Account:

A demat account helps investors hold shares and securities in an electronic format. This kind of account is also called a dematerialised account. It also helps to keep proper track of all the investments an individual makes in shares, exchange-traded funds, bonds, and mutual funds in one place.

## Here is a quick guide on how to open a Trading and Demat account Online and Offline with ASHLAR.

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- ❖ What are the Eligibility Criteria for Opening a Trading and Demat Account?
- ❖ Documents Required to Open a Trading and Demat Account?
- ❖ How to Open a Trading and Demat Account Online and Offline?

### How does a Trading and Demat Account work?

**Trading Account:** A trading account acts like a link between demat account and bank account of an investor. When an investor wants to buy shares, he places an order through his trading account. The said transaction goes for processing in the stock exchange.

**Demat Account:** A demat account helps investors hold shares and securities in an electronic format. This kind of account is also called a dematerialised account. It also helps to keep proper track of all the investments an individual makes in shares, exchange-traded funds, bonds, and mutual funds in one place.

## What are the Eligibility Criteria for Opening a Trading and Demat Account?

Any resident or non-resident individual can open a Demat and trading account. In order to invest in the stock market, you Individual must be at least 18 years old. If you are a minor, the parents or authorised guardian can open a demat account in the minor's name.. However, in this case, minor cannot have any charge over this account till your turn 18 years old. Your natural or appointed guardians will function on his/her behalf.

## Documents Required to Open Account:

For open an account the following documentation required.

### PARTNERSHIP FIRM / LIMITED LIABILITY PARTNERSHIP

1. ACCOUNT OPENING FORM with photograph of Authorized Signatory affixed and signed across.
  2. A.) INDIVIDUAL KYC FORM filled and signed by each partner (Partners have to sign without the stamp on individual KYC's and supporting docs).  
(Note: In case partners is an NRI or a foreign national, then the KYC forms have to be notarized by Authorised officials of overseas branches of scheduled commercial banks registered in India, public notaries, court magistrate, judge, or the Indian embassy/consulate general in the country that they reside.) or  
B.) COPY OF THE LLP AGREEMENT duly attested by a notary public (investment clause must be mentioned). The first 3 pages of the LLP agreement (on all pages if lesser) should have the seal and signature of the Authorized Signatory.
  3. COPY OF THE PARTNERSHIP DEED duly attested by a notary public (investment clause must be mentioned). The first 3 pages of the partnership deed (on all pages if lesser) should have the seal and signature of the Authorized Signatory.
  4. PAN CARD:
    1. PAN Card of the Firm.
    2. PAN Card of all Partners.
  5. ADDRESS PROOF COPY:
    1. Address Proof copy of the Firm.
    2. Address Proof copy of all the partners.
  6. INCOME PROOF COPY:
    1. Proof of Bank Account (Leaf of cancelled check /Bank Statement/Bank Passbook/Letter from Bank).
    2. Copy of Balance Sheet of the Partnership Firm for the last 2 Financial Years\* (to be submitted every year) if the firms is newly incorporated then, net worth certificate from CA. (The balance sheet should have the seal and signature of the Authorized Signatory on all the pages)
    3. Declaration for IT returns if it's a new firm.
  7. AUTHORISED PERSON: (Optional)
    1. Letter of Authorization on the firm' Letter Head.
    2. Aadhaar of the Authorized Person
  8. IN PERSONAL VERIFICATION (IPV):  
ASHLAR would be required to visit the offices/residence of the client to complete the IPV procedure.
  9. ANNEXURE: Duly filled annexures (with the authorized partner's signature and the firm's seal affixed on the authorized partner's signature).
  10. FATCA DECLARATION.
  11. Copy of Certificate of Registration (For Registered Partnership Firms only).
  12. ULTIMATE BENEFICIARY DECLARATION\*: If an individual is having more than 15% of profits of the applicant firm, the individual should identify as an ultimate beneficiary and is required to submit undertaking.
  13. If an entity is a shareholder of the applicant, having more than 25% of shareholding or capital or profits of the applicant, the entity should identify as an ultimate beneficiary and is required to submit Annexure A along with -(a) self-attested copies of the KYC documents of the Whole Time Director/ Individual Promoters of such an entity holding 25% or more; AND (b) shareholding pattern (with the company letterhead) of the entity holding 25% or more.
- NOTE:** Demat account will be opened in the names of Partners (any one of the partner's name).

## COMPANY/CORPORATE

1. ACCOUNT OPENING FORM with photograph of Managing Partner affixed and signed across.
2. PAN CARD:
  1. Pan Card Copy of the Company.
  2. Pan Card Copy of all the Authorised Signatories or Whole-time Directors.
3. ADDRESS PROOF COPY:
  1. Address Proof Copy of the Company.
  2. Address proof of Authorised Signatories or Whole-time Directors.
4. INCOME PROOF COPY:
  1. Proof of Bank Account (Specimen copy of cancelled check leaf/Bank Statement/Bank Passbook/Letter from Bank).
  2. Copy of Balance Sheet of the Corporate Firm for the last 2 Financial Years\* (to be submitted every year) if newly incorporated then net worth certificate from CA. If it's a new company, an ITR declaration is needed. (The balance sheet should have the seal and signature of the Authorized Signatory on all the pages)
5. BOARD RESOLUTION for account opening with ASHLAR.
6. AUTHORIZED PERSON:
  1. Board Resolution - Manager/Director or any person as authorized by the Company in the Board Resolution
  2. Aadhaar of the Authorized Person.
7. CERTIFICATE OF INCORPORATION
8. MoA and AoA.- The first 4 pages of the MOA & AOA should have the seal and signature of the Authorized Signatory of the company.
9. Form 32- (In case the names of present Directors do not appear on the MOA/AOA)
10. ANNEXURE- Duly filled (With the authorized director's signature and the company's seal affixed on the authorized director's signature).
11. PHOTOGRAPHS of Individual Promoters holding control – either directly or indirectly.
12. FATCA declaration.
13. Individual KYC form filled and signed by each director (Directors have to sign without the stamp on individual KYC's and supporting docs)
14. ultimate beneficiary Owner declaration -If an individual is a shareholder of the applicant, having more than 25% of shareholding or capital or profits of the applicant, the individual should identify as an ultimate beneficiary and is required to submit Declaration along with-
  - (a) self-attested copies of the KYC documents of the Whole Time Director/ Individual Promoters of such an entity holding 25% or more; AND
  - (b) shareholding pattern (with the company letterhead) of the entity holding 25% or more.
15. IN PERSONAL VERIFICATION (IPV): ASHLAR would be required to visit the offices/residence of the client to complete the IPV procedure.

**NOTE:** All the documents have to be signed by the Authorized Signatory(ies).

## H.U.F ACCOUNT

1. ACCOUNT OPENING FORM with photograph of Karta affixed and signed across.
2. PAN CARD:
  1. Pan Card Copy of HUF.
  2. Pan Card Copy of Karta.
  3. Pan Card Copy of Co-Parcener
3. ADDRESS PROOF COPY:
  1. Address proof Copy of HUF.
  2. Address Proof Copy of Karta.
4. INCOME PROOF COPY:
  1. Bank Passbook/Statement of HUF Indicating its existence.
5. Aadhaar of the Karta.
6. Duly filled HUF Declarations.

**NOTE:**

- Karta seal/stamp is mandatory on all the signature fields and on all the proofs provided. The Power of Attorney (PoA) has to be signed by all the members of the HUF. (Minor co-parcener/members signatures are not

required). In case there are more than 3 co-parcener/members, the space between the signature boxes in the POA can be used. The same Co-parceners/members who have signed in the PoA must also sign in the HUF Annexures (point 6)

- Karta should sign the Account Opening Form and other documents under the stamp of HUF.
- All KYC documents to be attested by the Karta.

### INDIVIDUAL ACCOUNT

1. ACCOUNT OPENING FORM with PHOTOGRAPH of Individual affixed and signed across.
2. PAN CARD
3. PROOF OF IDENTITY : (any one)
  - PAN Card (normally brokers insist on POI other than PAN card)
  - Aadhar Card with the verifiable [UID number](#),
  - Voter ID card,
  - Digital / Electronic Driving license issued by the RTO,
  - Valid identity card by the Central or State government with embedded photograph
4. PROOF OF RESIDENCE: (any one)
  - Resident Indian Passport issued by Government of India,
  - Aadhar Card issued by the UIDAI,
  - Voter ID card issued by the election commission,
  - Ration card (there are varying opinions on accepting this),
  - Driving license issued by an Indian state RTO,
  - Signed/Stamped Bank account statement or bank passbook front page,
  - Utility bills like electricity bill, [MTNL](#) bill or gas bill with link document
5. PROOF OF INCOME (mandatory only for [F&O trading](#) activation): (any one)
  - Copy of Income Tax Return (ITR) filed with the IT Department with Acknowledgement,
  - Annual income copy audited and certified by a CA,
  - Stamped, bank account statement of last 6 months,
  - Demat holding statement,
  - Salary Slip / Form 16
6. BANK MANDATE VERIFICATION

## How to Open a Trading and Demat Account Online and Offline?

**GATHER REQUIRED DOCUMENTS:** If you eligible to open a trading and demat account firstly you have to gather required document as per the above mentioned list of documents.

**SELECT A MODE OF ACCOUNT OPENING:** Client can choose either online or offline account opening options as per his/her choice



## ➤ Steps to open account Offline:

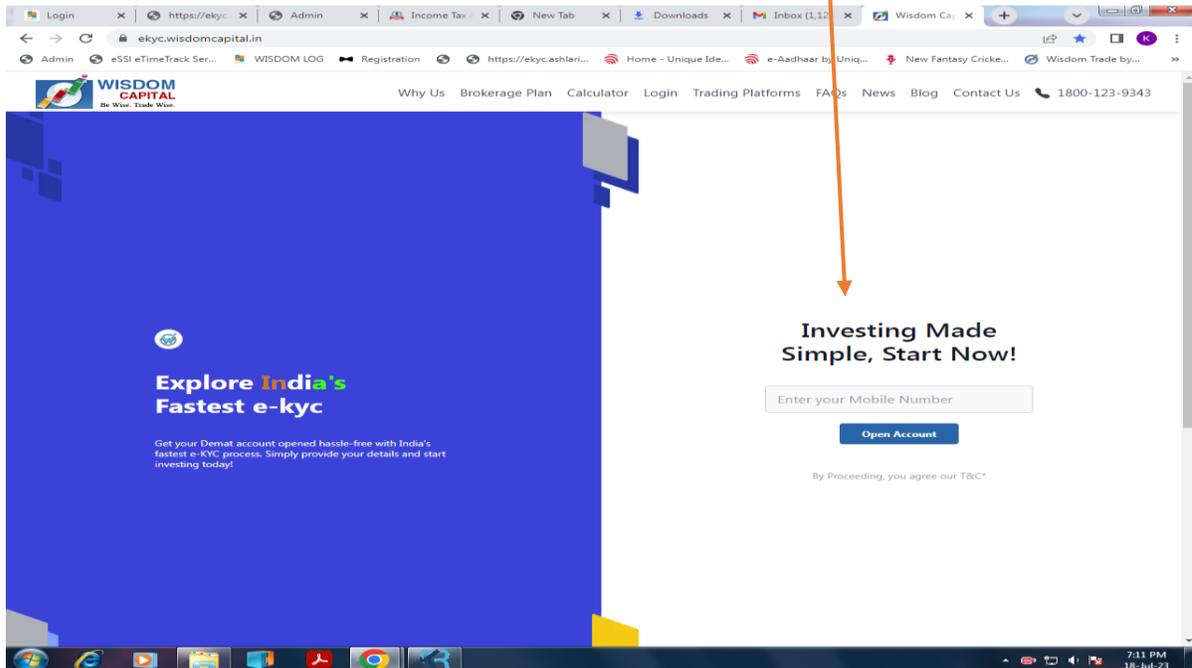
- **ACCOUNT OPENING FORM:** The client can visit the nearest office of ASHLAR to obtain the account opening form or download the KYC form from the website [www.ashlarindia.com](http://www.ashlarindia.com).
- **FILLING THE FORM:** Carefully filling the account opening form with accurate information. Double-check all the details before submitting the form.
- **ATTACH REQUIRED DOCUMENTS:** After fill the KYC form attach all the necessary documents as mentioned in the form and you may also cross verify list of documents from the above mentioned table.
- **VISIT THE DP'S/STOCK BROKER OFFICE:** Client can visit ASHLAR office in person and submit the filled form along with required documents or request ASHLAR Client care for a representative.
- **IN-PERSONAL VERIFICATION:** At this stage we will conduct an in-person verification to confirm your identity and other details. Hence, the Client must retain the original documents for verification purposes.
- **APPLICATION PROCESSING:** Once the personal verification is completed, the ASHLAR will process your application for opening a Demat/Trading account. It generally takes 2-3 days to activate the trading account after the completion of the verification process.
- **DEMAT ACCOUNT NUMBER/CLIENT ID:** After the application is processed successfully, you will receive a unique Demat account number or Client ID (UCC) from the KYC depart. This will serve as your identification for future transactions. ASHLAR also send the welcome kit to client register address.
- **START TRADING:** After your Demat/Trading account is successfully opened, you can start trading/investing in other capital market instruments by depositing funds in your trading account.

## Steps to open account online:

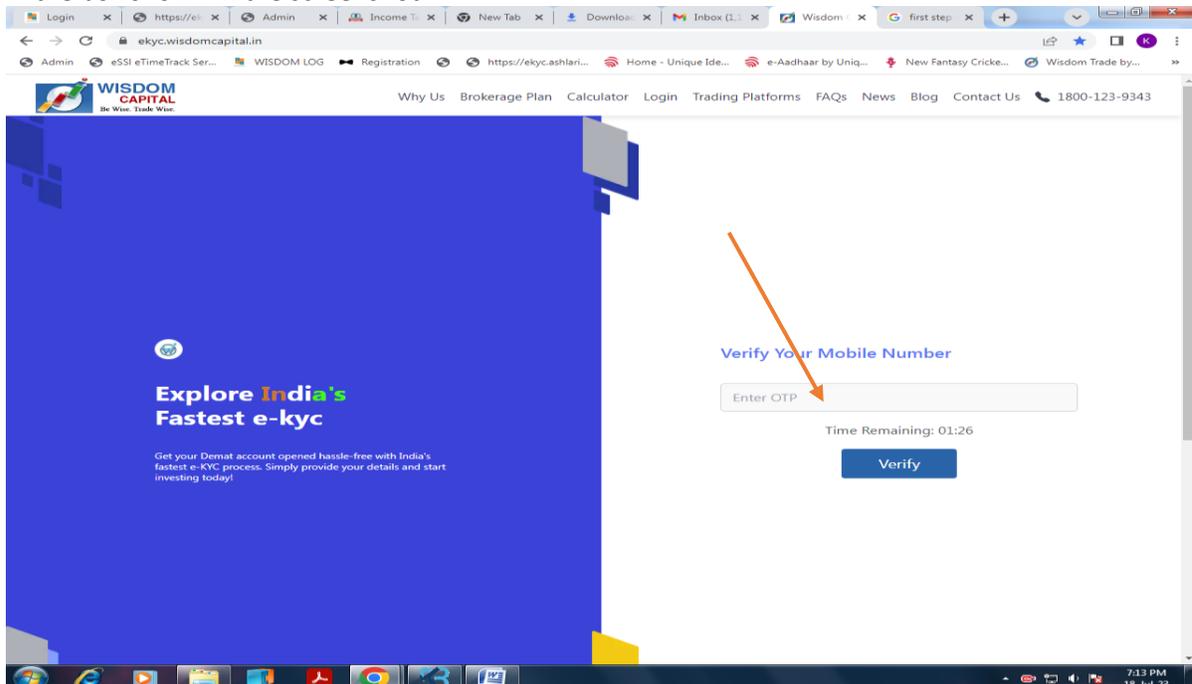
- **STEP 1:** To open a account online Click on the Link:  
<https://ekyc.wisdomcapital.in/>

OPEN AN ACCOUNT

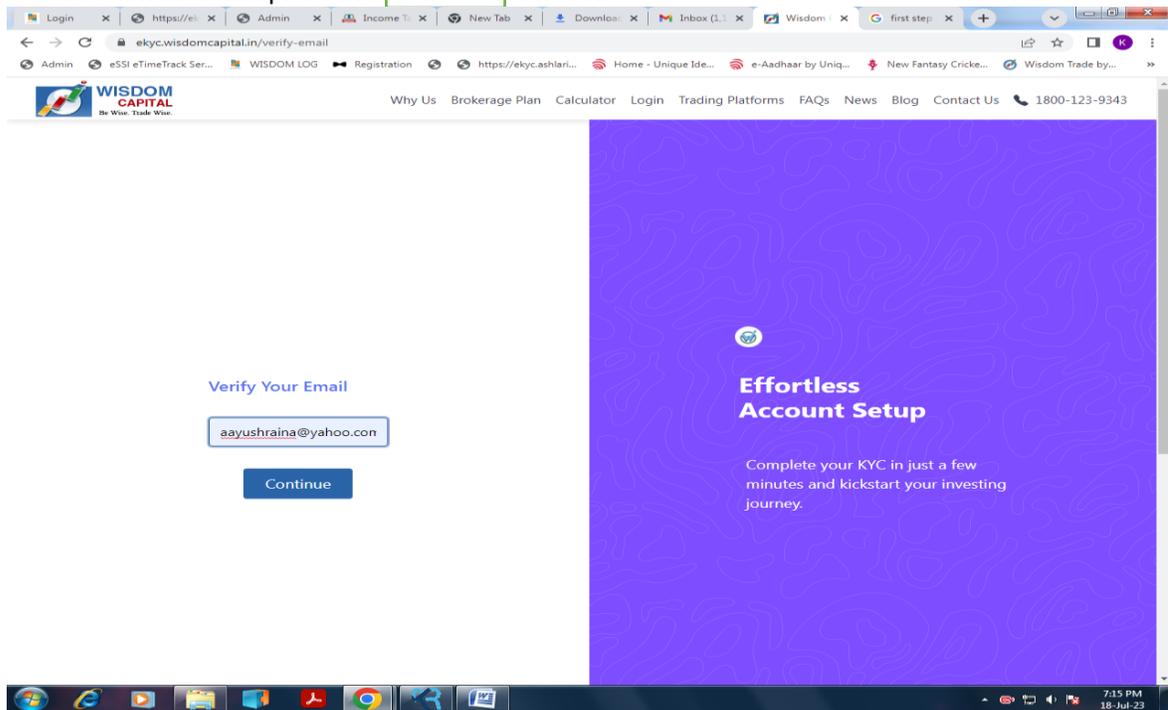
- **STEP 2:** After clicking, the following screen will appear. You have to enter your Mobile Number in the box appearing on the right side of the screen and click on **open account**. Remember to enter the same mobile number which is linked to the Aadhaar card.



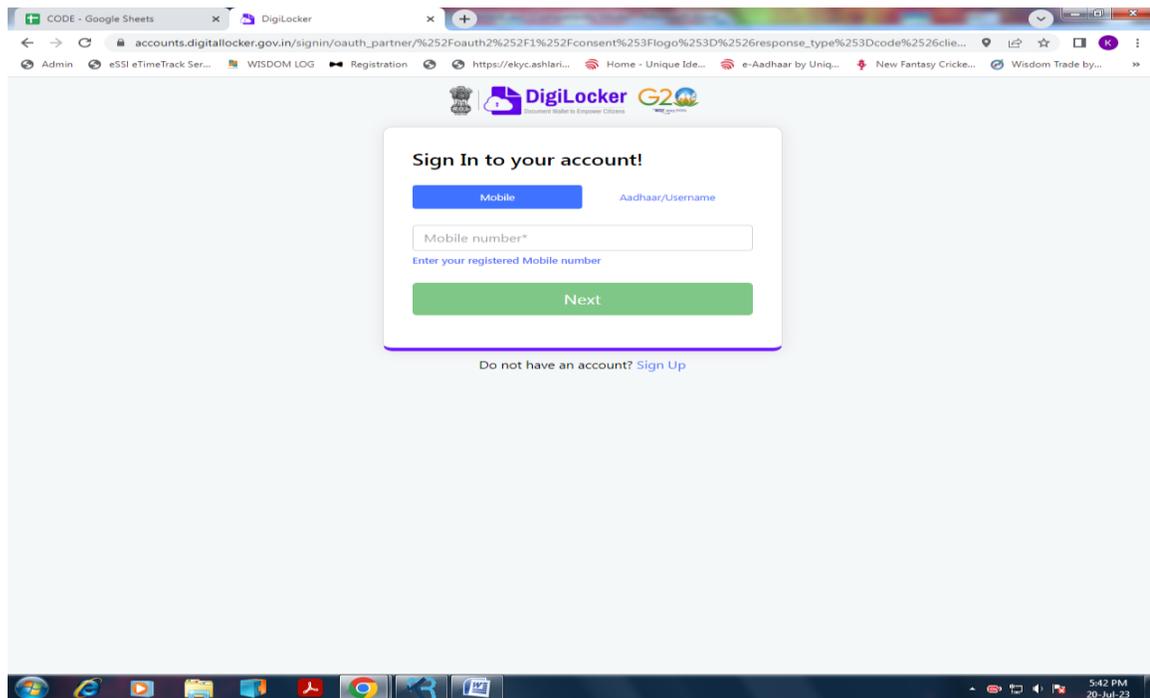
- **STEP 3:** After this you will receive an **OTP** on your mobile, which you will have to **verify** by putting it in the box shown in the screenshot.



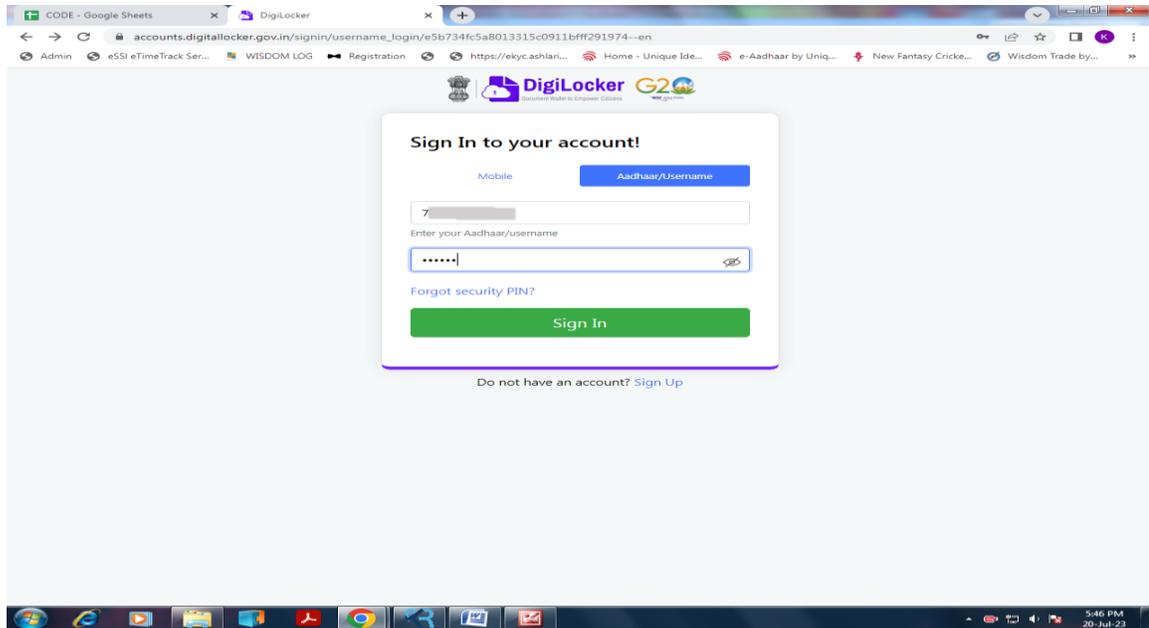
- **STEP 4:** After this, the **email ID** verification window will appear, in which you have to enter your correct email id and press the **Continue** button.



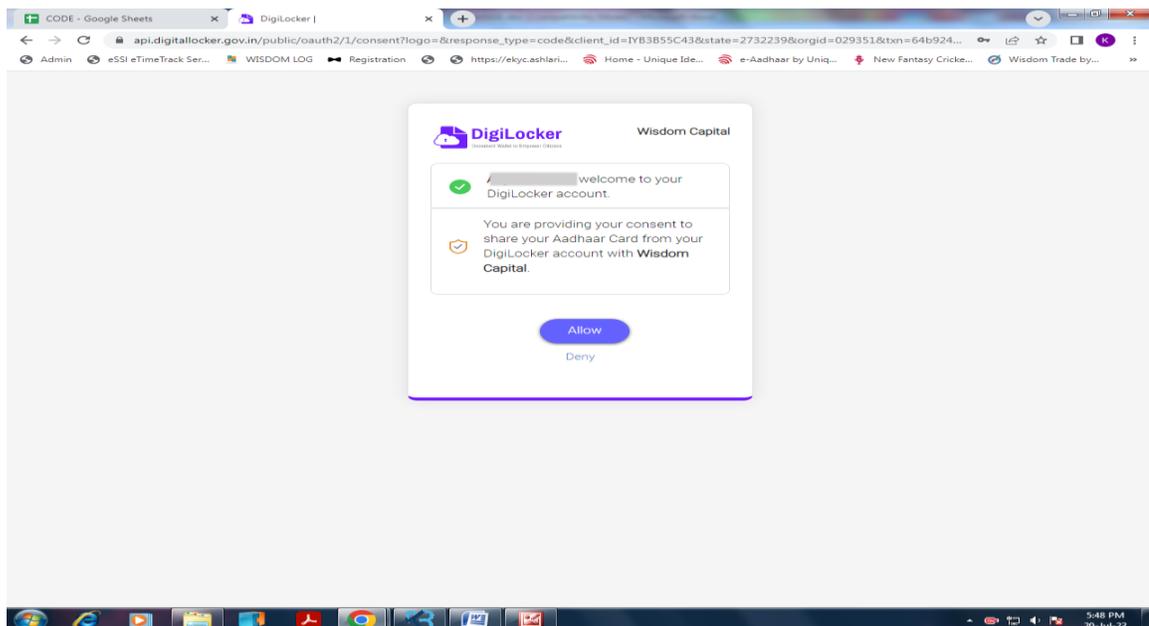
- **STEP 5:** After mobile and email ID verification, the client will automatically be redirected to the **DigiLocker website**. Here client need to submit their Aadhaar KYC DigiLocker data, OTP and Captcha.



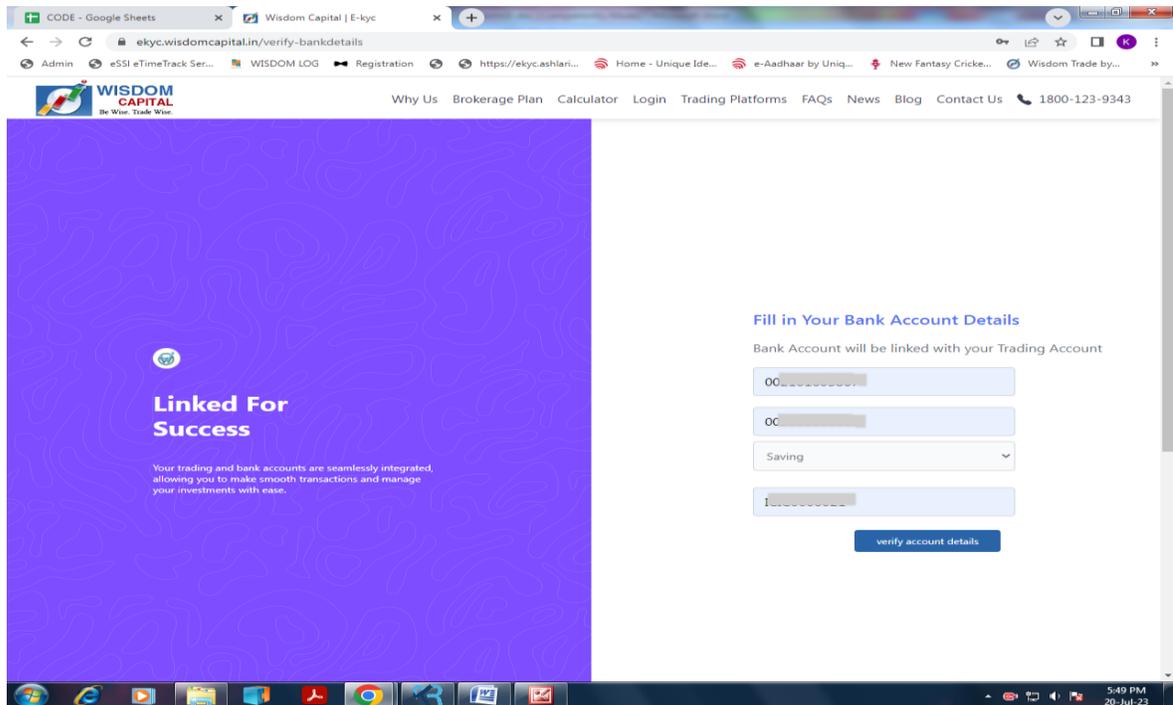
To log-in to DigiLocker, the client needs to enter the Aadhaar registered mobile number or Aadhaar number in the input box.



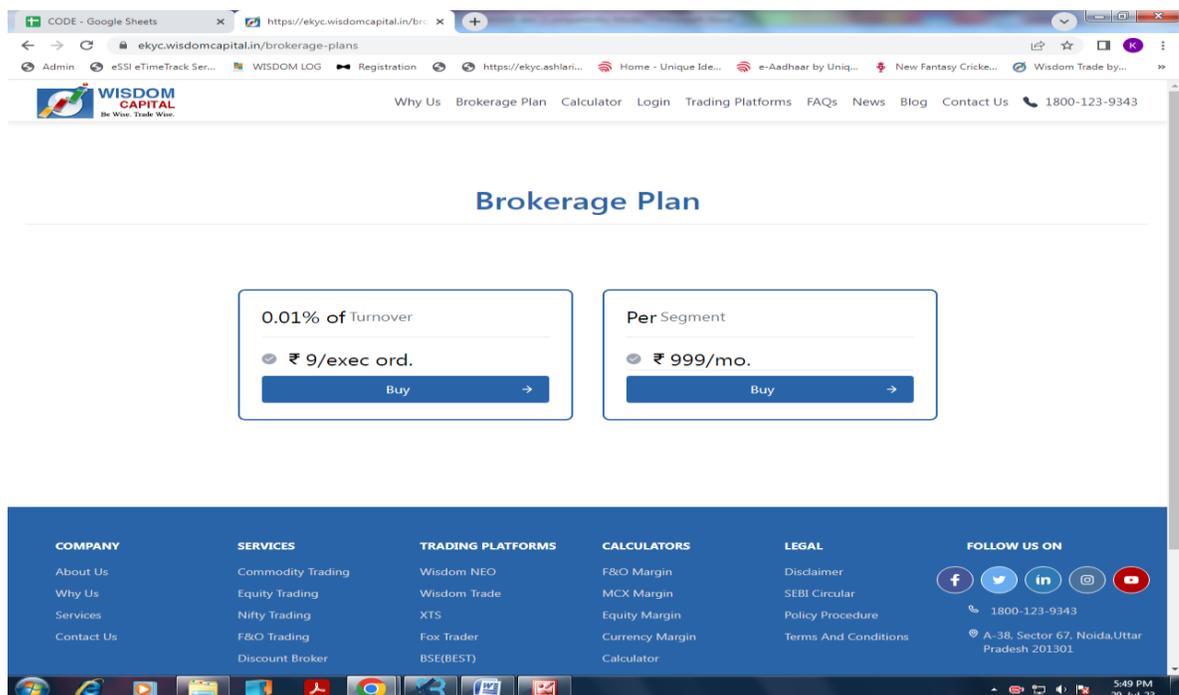
- **STEP 6 :** After successful login to your DigiLocker the following welcome screen will appear. Here you have to click on the **Allow** button.



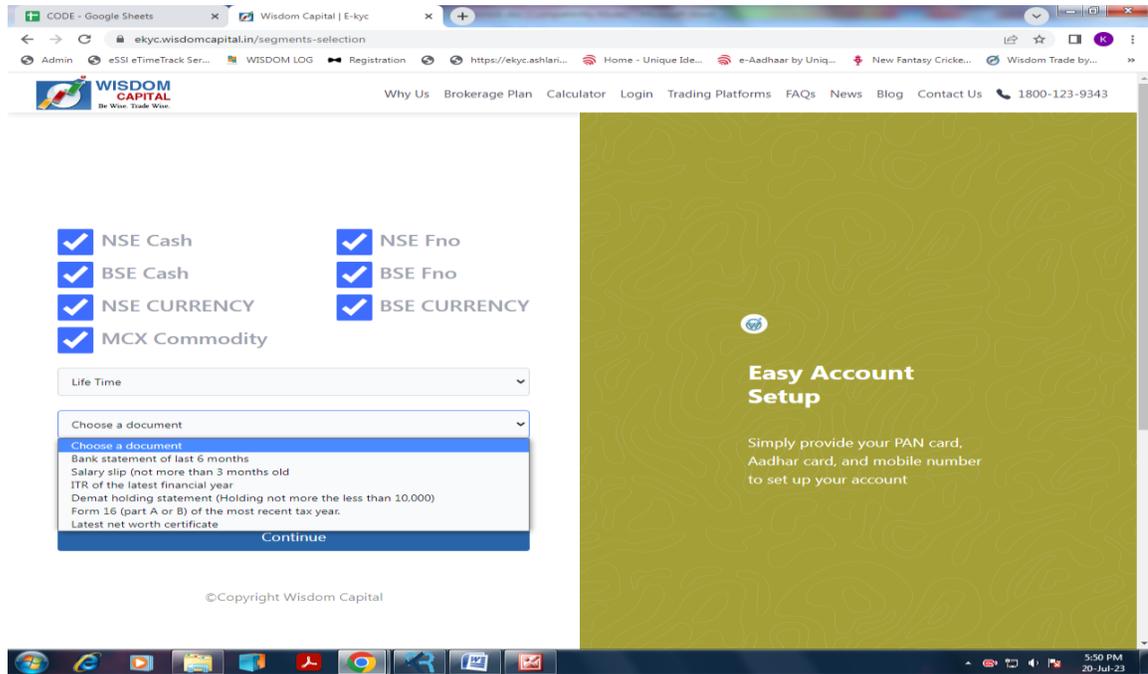
- STEP 7:** Now it's time to enter your bank details in the input box like Bank Account Number, Account Type, IFSC code and then click on verify account details button.



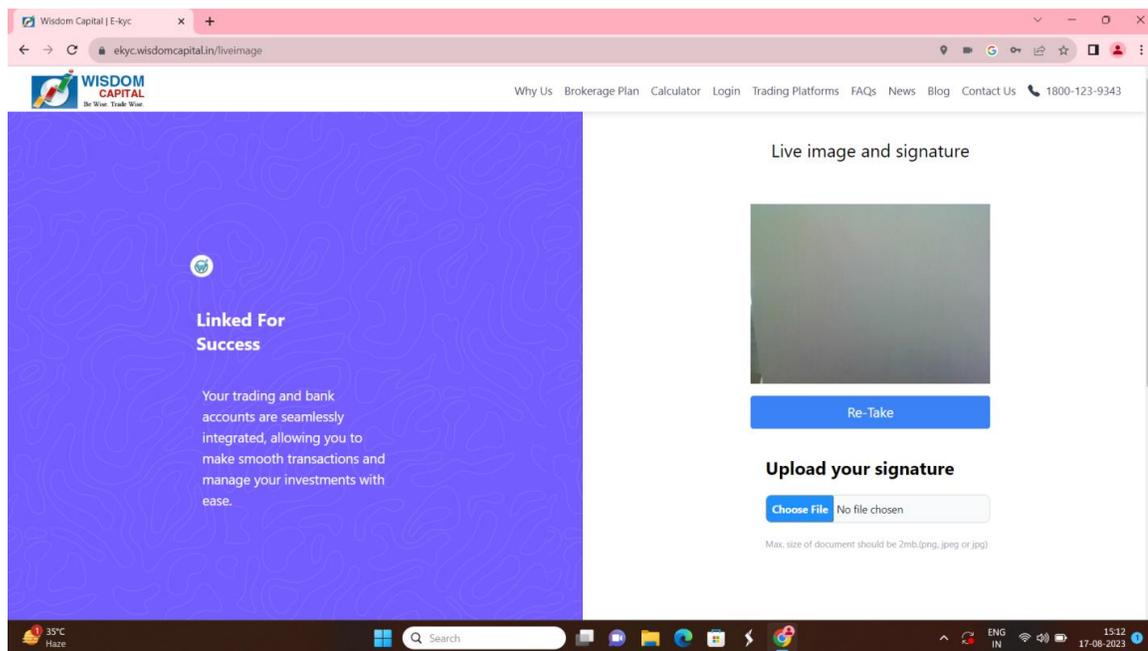
- STEP 8:** Next screen is of brokerage plan where you can select one of the available brokerage plan as per your requirement.



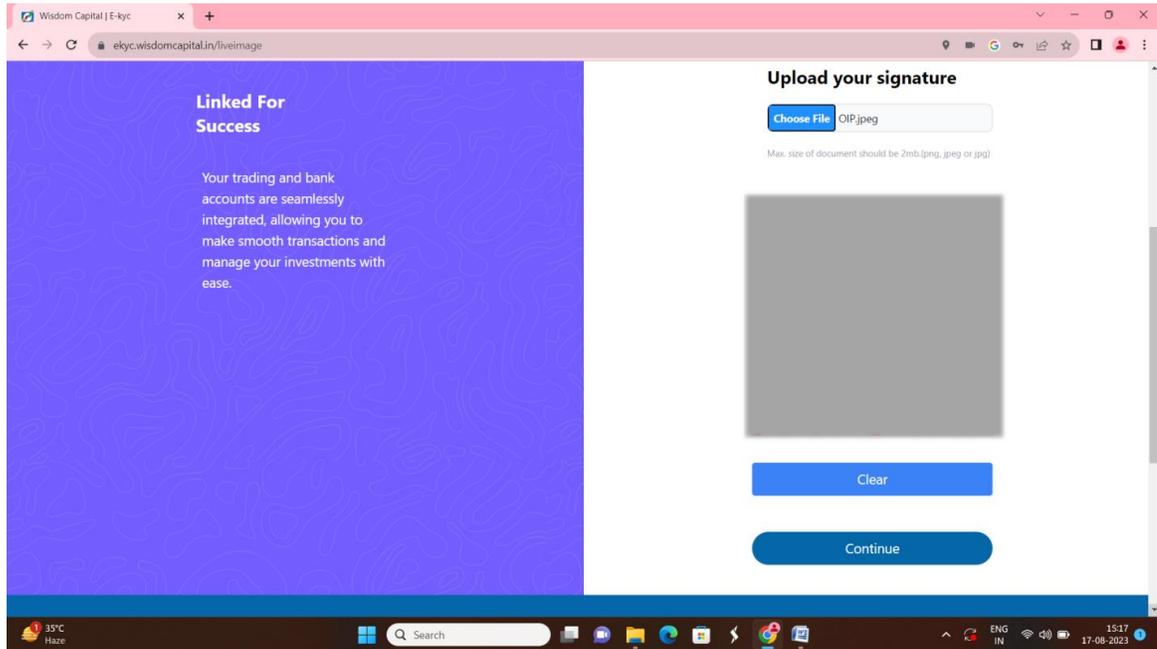
- **STEP 9:** The next screen is of Market Segment where you need to choose which platform you want to trade on and open an account.



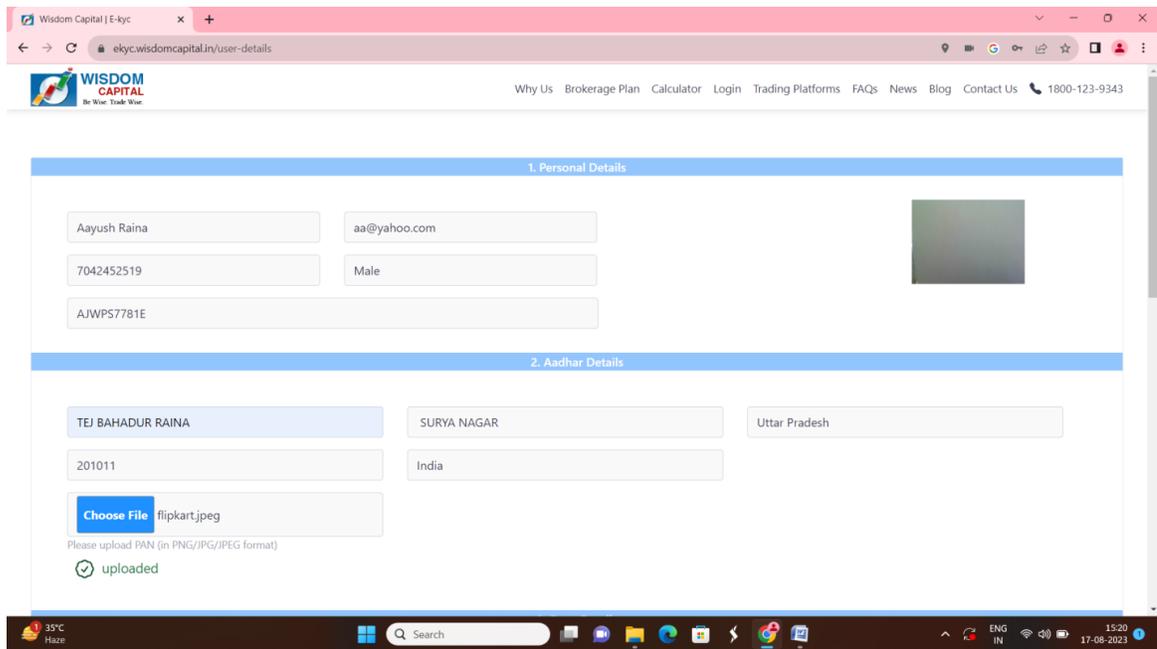
- **Step 10:** On the next screen you have to capture your live photo.

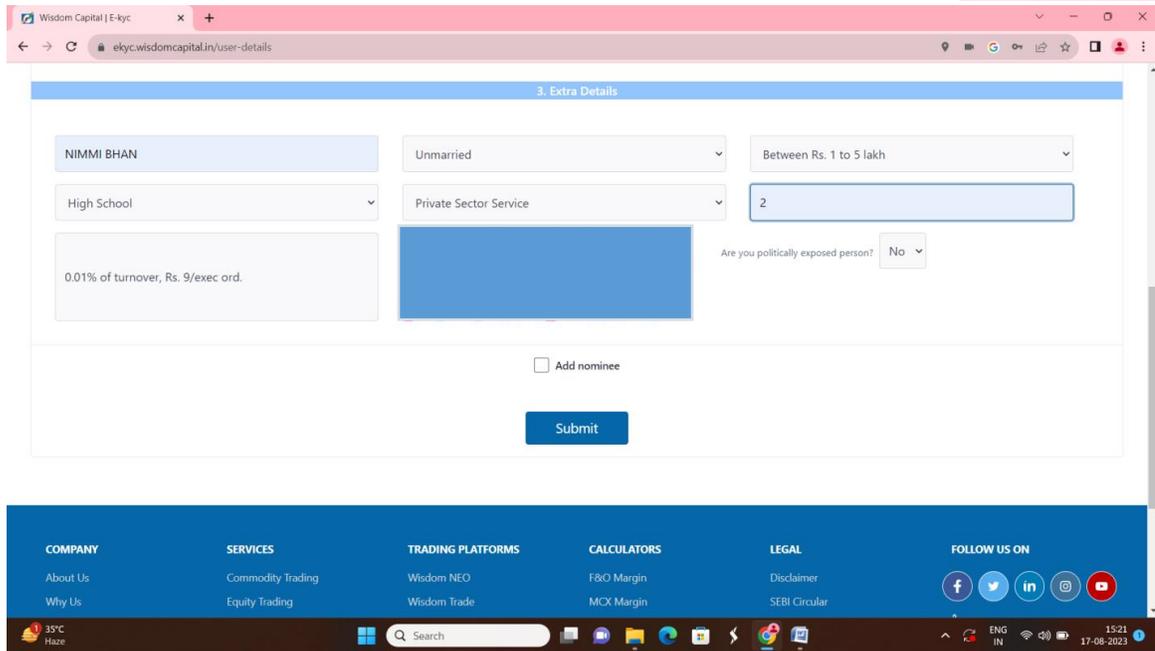


- **Step 11:** Now you are near to complete the account opening process, on this screen you have to upload the specimen of your scanned signature.

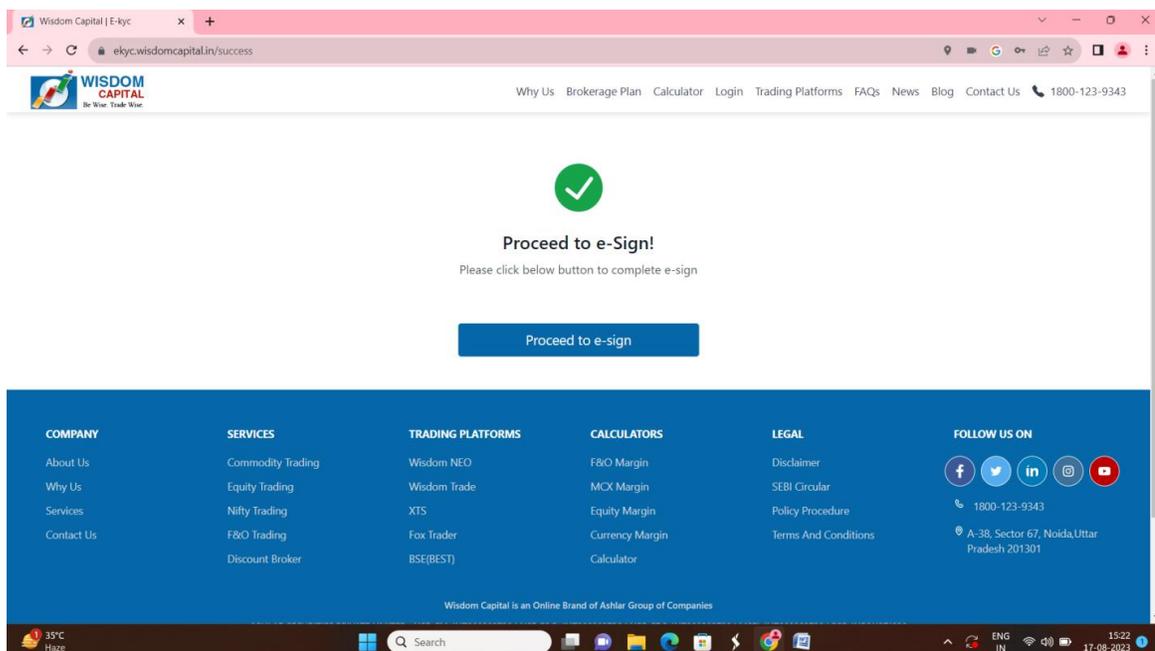


- **Step 12:** Now on the next screen check all your details whether everything is fine or not after verification of details, press the **submit** button.





- **Step 13:** After submitting the following screen will appear, on this screen you can process e-Sign to complete your KYC process. Now your account opening process is complete.



- **Step 14:** Thereafter Ashlar staff will check your details and if everything is in order they will generate a Unique Identification Number (UID/UCC) and update it in Exchange/KRA, else Ashlar KYC staff will contact you for correction in details. Once the account is opened, you will be received your account details and welcome letter by email as well as by courier.

If you need more clarification and guidance you can contact us on 0120-6633 205/231.