

Nidhi Broking Services Private Limited

Offline Demat & Trading Account Opening Process

All the prospective clients wishing to open a demat account can download the [AOF](#) & approach our office to open demat account: Backoffice Team / Related person will guide you through the process & documentation required in the demat account opening process.

Step 1: Fill and Submit the Demat & Trading Account Opening Form

The offline account opening process involves filling a form, attaching the required documents and submitting it to the company's office. You can get the form from the company's office. You will have to provide all your details, such as your full name, address, phone number, email, etc. Fill in the correct details, submit the form to the respective entity and proceed to the next step.

Step 2: Fulfil all the KYC (Know Your Customer) Requirements

Along with the duly filled Account opening form, submit the list of documents required (duly Self attested by respective Holders):

- PAN card
- Address proof for individuals - Aadhar card/driving licence/voter ID/Passport.
- Passport size Photograph.
- Cancelled copy of cheque as proof of IDBI Bank Account. Also, the following are few of the important documents required for opening of Corporate Demat Account:
 - Latest last two years' balance sheet
 - Constitution documents
 - Shareholding pattern & UBO declaration
 - Authorized signatories list with specimen signatures
 - Photograph, Proof of identity, Proof of address, PAN of all Promoters/ Directors/ Partners/ Trustees/ Karta
 - Duly filled and signed account opening form (AOF)

KYC is done so that the Intermediary understands its clients and their financial holdings to serve them better. Keep all the documents ready beforehand to ensure the procedure is smooth and fast.

Step 3: In-Person Verification

Once the documents are verified, then the next step is In-Person Verification (or IPV), wherein you will have to appear in person at company's office along with the Original of the above required list of documents. This is a vital exercise that you must complete to verify and validate your details.

Step 4: Signing of the Rights & Obligation Document and Account Opening:

This is the final step in which you will be required to sign the responsibilities and rights of the Intermediary and the investor. Once this is done, the intermediary will start, verify, and expedite your account opening application. You will be given a unique Beneficial Owner Identification Number (BO ID) & Trading ID post your application has been verified and approved. Then, you will be able to Trade in the Trading account code provided to you.

AOF including tariff and KYC documents will be submitted to our Back office for account opening. Once the demat account is opened, the documents i.e. client master report, activation letter, copy of tariff sheet signed by the customer, DIS booklet declaration (if the client has opted for non-issuance) are send to the client on the client's registered address. Instruction Booklets (where applicable) are then couriered to the client on their communication address by Back office team.