

STEP-BY-STEP PROCEDURE FOR OPENING

A TRADING ACCOUNT

HOW TO OPEN TRADING ACCOUNT:

Opening a Trading Account with a registered Stock Broker is a crucial step for investor interested in participating in the Indian stock market. The Securities and Exchange Board of India (SEBI) and the various stock Exchanges have issued various circulars and notifications to ensure the transparency, safety, and efficiency of the account opening process.

This preface and detailed procedure will guide you through the process of opening a Trading account with us.

- As per SEBI guidelines, always select a registered stockbroker who is a member of recognized stock exchanges like National Stock Exchange of India Ltd. (NSE) or BSE Ltd . (BSE).
- Research various stockbrokers, considering factors like brokerage charges, services offered, reputation, and compliance with SEBI guidelines.

Step 1: Obtain The Account Opening Form:

For opening Account with us, you are required to obtain the Account Opening Form

- Visit our registered office at “Ideal Plaza” 3rd Floor, North Block, 11/1 Sarat Bose Road, Kolkata – 700 020
- **Or** email us at rajesh@ssdsecurities.in
- **Or** Call us at 033 22902100 and one of our executives will guide you

Step 2 : Documents Required For Account Opening:

Provide KYC Documents:

- As per SEBI guidelines, the Know Your Customer (KYC) process is mandatory for opening a trading account.
- You will need to fill out an application form, CKYC Form, KRA Form for opening a new Trading Account along with this you will need to submit Photograph alongwith a list of documents such as Identity Proof, Address Proof, PAN card, Bank details, segment details, Demat details, your personal details, nomination details etc.
- Submit Additional Information: If required, provide additional information or documentation and other relevant supporting.
- Submit self-attested / certified copies of all the KYC documents:

Step 3: IPV (In-Person Verification) Process:

- Stock Brokers must conduct IPV to verify the identity of the client.
 - IPV can be completed through video calling or in-person verification at the broker's office/ client 's address.
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Step 4: Review And Sign The Account Opening Form :

- Review and Sign the Account Opening Form and Documents:
 - Carefully read all the Account Opening Form including Rights & Obligations by Stock Broker, Risk Disclosure, Guidance Note for Do's and Don'ts, Policies and Procedures etc.
 - Sign the documents and provide consent for the necessary disclosures.
 - Submit Additional Information: If required, provide additional information or documentation and other relevant notifications.
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Step 5: Acknowledgement Of Receipt of Unique Client Code:

- Once your documents are verified, and the final formalities are completed, your new Trading account will be opened. You will also be given the Unique Client ID for your Trading account.
 - We will provide an acknowledgment of the same
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