

- **Step-by-step procedures for opening an account–**

- 1) The customer wants to open Demat account approaches our branch representative and obtain KYC form along with the Demat Account opening form.
- 2) Our representative scrutinized the form and forward all documents along with account opening form to central processing unit.
- 3) At DP office (CPC) officer do scrutiny of form and if everything is in order then account was open.
- 4) After opening the account welcome kit along with the delivery instruction slip (DIS) is delivered to customer by courier.