

**a. procedure for opening of an account**

**Objective:** To outline the steps involved in the account opening process for Demat and Trading Accounts at Airan Finstocks Private Limited.

**Process Steps:****1. Application Submission:**

Clients can open Demat and Trading Accounts at our Corporate Office.

Accounts can be opened using physical account opening forms or online from our website <https://www.finwave.co/> (Steps to Open Online Account is - Online Demat Account > Start Registration. You can also Check the Status of your Process on <https://www.finwave.co/> > Open Demat Account > Sign in to Continue your Applications PAN)

**2. Identity Verification:**

During the account opening process, the Airan Finstocks Private Limited staff/AP will verify the identity of the applicant.

The photograph affixed in the account opening form will be cross-checked for identification purposes.

Proof of identity documents attached in the form will also be verified.

**3. Document Verification:**

Client's PAN number and Bank Account details will be verified using NSDL PAN site and penny drop system to ensure accuracy and authenticity.

The client's KRA (KYC Registration Agency) and CKYC (Central KYC) status will also be verified.

**4. Required Documents for Physical Account Opening:**

- PAN Card
- Valid Address Proof (Aadhar Card, Driving License, Voter ID, Passport, Bank Statement (not more than 3 months old))
- Bank Account Details (Cheque Copy and Bank Passbook copy if name is not printed on the cheque)
- Passport Size Photographs (if, your Documents Signed through Digilocker, then your Photographs is automatically captured by the system. In Online Process, we are also capturing the Live video of the Clients)
- Signature Image (we are verifying the Signature with PAN, if, it's not match with your PAN, then you need to give Bank Verification.)

**5. KRA Validation:**

A valid mobile number and email address are required for KRA (KYC Registration Agency) validation. In online Process of Account Opening, we are checking Email id and Mobile Number of the clients through OTP. Also we are verifying the Common Email id and Mobile Number's family relations. (i.e. Self, Spouse, Dependent Parents, Dependent Children's) One Common Mobile Number and Email id is not allowed in more than five Family Accounts.

This step helps ensure that the client's KYC details are up-to-date and accurate.

**6. Account Opening Confirmation:**

Once all the necessary documents are verified and validated, the Demat and Trading Accounts will be successfully opened for the client.



AIRAN FINSTOCKS PVT LTD

HO: 407, The Grand Mall, Opp. SBI Zonal Office,  
Ambawadi, Ahmedabad - 380 015, Gujarat.

#### 7. Welcome Letter:

After the successful account opening, a welcome letter will be sent to the client's registered email address or alternatively, it will be sent via courier to their registered address.

The welcome letter may include important account details, guidelines, and contact information for future assistance.

#### Responsibilities:

- ❖ Airan Finstocks Private Limited Staff: Responsible for guiding clients through the account opening process, verifying documents, and ensuring compliance with regulatory requirements.
- ❖ Clients: Responsible for providing accurate and genuine documents, as well as cooperating with the verification process.

#### Completion:

The account opening process is considered complete once all necessary verifications and validations have been conducted, and the welcome letter has been sent to the client's registered email address or alternatively, it will be sent via courier to their registered address.

#### Important Notes:

- ❖ The account opening process aims to ensure the authenticity and accuracy of the client's information for compliance and security reasons.
- ❖ Verifying PAN, Bank Account details, KRA, and CKYC status enhances the legitimacy of the account and minimizes the risk of fraud.
- ❖ The use of physical account opening forms ensures that all required documents are provided for the account opening process.
- ❖ A valid mobile number and email address are essential for maintaining communication and ensuring a smooth validation process.
- ❖ The welcome letter provides clients with essential information to get started with their newly opened Demat and Trading Accounts.

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