

Guidelines for Opening New Account

1. Filling up Account Opening Form:

- Get a physical copy of the form from our registered office - 204 Vaishno Chambers, 6 Brabourne Road, Kolkata 700001.

Fill it up and submit to us along with the required documents.

Guidelines for filling up the form are provided in **Annexure A**.

2. Submitting the form:

- Physical copy of the form filled using **Step 1** along with the relevant documents are to be submitted to the registered address for final verification

3. Review:

- Our compliance team will do a final review and inform if any changes are required

4. Confirmation:

- Once all details are found in order, we will process the account opening and give a confirmation along with relevant details.

Annexure B provides the Flowchart for the above process.

Annexure A: Guidelines for Filling Up the Form.

- **Visit Registered Office Address:** 204 Vaishno Chambers, 6 Brabourne Road, Kolkata 700001 to collect the physical copy of your form.
- **Choose your Account Type:** There are two options: "Individual" and "Non-Individual." Select the appropriate account type.
- **Fill in Required Details:** Complete all mandatory fields indicated with an asterisk (*). These might include personal information, contact details, and any specific details pertinent to your account type.
- **Attach Supporting Documents:** Provide all necessary documents as mentioned in the form. All supporting documents should be self-attested.
- **Review:** Before submitting, review your entries for accuracy. Ensure all mandatory fields are filled, and any supporting documents are attached.
- **Confirmation:** Upon successful verification, you'll receive a go-ahead message from our compliance team and your account is opened with us.

Please note:

- Please fill the forms in Block Letters only.
- Please ensure the Attached documents are clear, legible, and in the required format.

Flowchart for Opening a New Account

