

ACCOUNT OPENING

Guidelines in respect of depository account opening in case of Individuals (Non body Corporate) , Minor, Karta of HUF, Partners in case of Partnership firm, Body Corporate, Guardian in case of minor account In-person verification of applicant(s):

1. PROCEDURE FOR OPENING OF A INDIVIDUAL ACCOUNT

An Individual Account either Resident or Non Resident can be in the form of an individual, Karta or Minor. Below mentioned are proof of identity and proof of address required while opening a new Demat Account which should be self attested.

(A) Duly filled account opening form

(B) Any of the following document as Proof of Identity (POI) :

- Passport
- Voter ID card
- Driving license
- Unique Identification Number (UID) (Aadhaar)
- PAN card with photograph (**Mandatory**), Customer's name and other details like father's name and date of birth on PAN must match data filled in form. Pan verification through Income Tax website must also be done and verification report must also be enclosed along with PAN.
- Identity card/document with applicant's Photo, issued by
 - a) Central/State Government and its Departments,
 - b) Statutory/Regulatory Authorities,
 - c) Public Sector Undertakings,
 - d) Scheduled Commercial Banks,
 - e) Public Financial Institutions,
 - f) Colleges affiliated to Universities (**this can be treated as valid only till the time the applicant is a student**),
 - g) Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members, and
 - h) Credit cards/Debit cards issued by Banks.

(C) Proof of Address (POA):

- Passport / Voters Identity Card/ Registered Lease or Sale Agreement of Residence / Driving License / Flat Maintenance Bill / Insurance Copy.
- Utility Bills like Telephone Bill (only landline), Electricity Bill or Gas Bill (**Not more than 3 months old**).
- Bank Passbook/Bank Statement (**Not more than 3 months old**)
(Note : The bank statement must be on the stationery of the bank and must carry the logo and name of the bank, display the name, address and bank transactions/holdings of the client for the latest quarter ending. In case, the same is printed on a plain paper it should clearly mention the name address and bank holdings of the Client for the latest quarter. Such plain paper bank statement should be duly attested by the authorised official of the bank mentioning the name and designation of the authorised official.)
- Self-declaration of High Court and Supreme Court judges giving the new address in respect of their own accounts.
- Proof of address issued by any of the following: Bank Managers of scheduled Commercial Banks / Scheduled Co-operative Bank / Multinational Foreign Banks / Gazetted Officer / Notary Public / Elected representatives to the Legislative Assembly / Parliament / Documents issued by any Govt. or Statutory Authority.
- Registered Lease and License agreement / Agreement for sale.
- Unique Identification Number (UID) (Aadhaar)
- Identity card / document with address, issued by any of the following :
 - Central / State Government and its Departments
 - Statutory / Regulatory Authorities
 - Public Sector Undertakings
 - Scheduled Commercial Banks
 - Public Financial Institutions
 - Colleges affiliated to Universities (**this can be treated as valid only till the time the applicant is a student**)
 - Professional Bodies such as ICAI,ICWAI,ICSI, Bar Council etc, to their Members.
- For FII/ sub account, Power of Attorney given by FII / sub-account to the Custodian (which are duly notarized and/or apostilled or consularised that gives the registered address should be taken.

- The proof of address in the name of the spouse / landlord/ close relative/ office authority may be accepted. In such case declaration in account opening form to be signed by concerned person and self attested POA and POI should be submitted along with the account opening form.
- In case of joint holdings, POI and POA is collected in respect of all the account holders
- Self-declaration by High Court & Supreme Court judges, giving the new address **in respect of their own accounts.**
- 13. In case of Additional Address as **Correspondence Address**, Customer should
 1. Provide separate proof of correspondence address.

(D) Individual FATCA form duly filled and signed by holder/s

(E) Bank account details

- Cancelled Cheque of 15 Digit Account (CBS enabled) **OR**
- Self attested photo copy of 1st page of Bank Passbook of Account Holder. On first page of passbook account holder/s name/s, branch name and address, 15 Digit Bank Account number, 9 digit MICR code and IFSC code must be available.

(F) Latest photograph of client/s

- Photo of the Customer should be pasted on the Account opening form [photo should not be stapled
- Wherever photo is pasted across signature of Account holder on photo is required

(G) Nomination

- Up to three nominees can be provided. If Nomination is provided, it should be witnessed by one person. Witness Signature & Address to be mentioned
- Photograph OR self attested POI of Nominee is required. Nominee should put two signatures one across his / her photo AND other below his / her photo.
- Relationship and share of each nominee in case of more than 1 nominee, to be mentioned. If share is not mentioned in case of multiple nominees, equal share will be considered.

In addition to the above mentioned documents, photo identity and proof of residence documents of the authorised signatories should also be obtained. All the documents

attached should be marked as "Verified from the original" and signed by the concerned officer along with his/her name and the staff code number.

2. PROCEDURE FOR OPENING OF A MINOR ACCOUNT

2.1 - Bank follows the below given procedure for opening demat account of a minor:

- Account opened in the name of minor should not have joint holder(s).
- PAN, POI, Proof of Address and the photograph of the Guardian as well as of minor is obtained.
- Photocopy of school leaving certificate / Mark sheet issued by Higher Secondary Board of respective states, ICSE, CBSE / passport of the minor / original or attested or notarized (in case of photocopy) birth certificate of the minor is taken to ascertain the date of birth of the minor. At the time of accepting either of these documents, the same is verified with the original.
- PAN details of the minor is captured in the DPM System after due verification.

3. PROCEDURE AND DOCUMENTS REQUIRED FOR OPENING HUF ACCOUNT

The HUF account is opened in the name of the HUF. The Karta of the HUF has to be male member only. The signature of the KARTA has to accompany the rubber stamp "For and on behalf of HUFxxxxxxxKarta."

- A. In addition to the documents mentioned for individuals, the following document may also be obtained:
- The HUF declaration letter as obtained in case of HUF savings account.
 - PAN of HUF
 - Deed of declaration of HUF/List of Coparceners along with photos.
 - Bank pass book/Bank statement in the name of HUF
 - Photograph, POI, POA, Aadhaar card and PAN of Karta
 - Individual FATCA form

Nomination facility is not available for HUF accounts.

In case of Death of Karta the name of deceased Karta in the Beneficial Owner (BO) account be replaced by the new Karta appointed by the member of the HUF who in such a case shall be senior most member of the family.

4. - NON-RESIDENT INDIAN / FOREIGN NATIONAL (NRI/FN)

(A) In addition to the documents mentioned for individuals, the following documents are required:

- The duly verified copy of passport
- Document of Foreign address proof duly certified.
- FEMA Declaration
- Separate NRE/NRO account to be opened with Girgaum Branch (Licenced for opening PIS-NRI Account) which will be linked to NRE Demat account and specifically used for demat transactions only.
- FATCA Form

(B) In order to comply with RBI and NSDL guidelines in case of NRIs accounts, Portfolio investment scheme (PIS) forms (**Form NRI for investment on Non Repatriable basis and form FPI - for Investment on Repatriable basis**) duly signed by the NRI customer, along with Demat account opening form and documents is obtained from the client at the branch.

(C) The client's signature on the PIS form should be attested by the branch official and the form should be forwarded to Forex Department for RBI permission inn capacity as Authorised Dealer I. NRI customers are also required to sign on the PIS charges form.

(D) On receipt of permission from Forex Department (sanction letter will be provided to the customer and copy of it will be despatched to the Demat Dept.

(E) Photocopies of Proof of Address in respect of foreign address where the NRI/FN is residing are obtained and verify the same with originals.

- In case the NRI/FN Clients have Indian address, photocopies of Proof of Address of local address is obtained and verifies the same with originals.
- Further, in case if the NRI/FN has submitted only Proof of Address of the country (foreign address) where the NRI/FN is residing, in such a situation, the bank captures the foreign address in both local and foreign address field given in the DPM System.

5 - GUIDELINES IN RESPECT OF ACCOUNT OPENING IN CASE OF BODY-CORPORATE

Additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

The authorised signatory intending to open a corporate demat account has to visit the department personally and sign in presence of the branch officers. The prescribed Corporate Account opening form is to be collected along with the following documents:

- The Rights and Obligation duly executed by the client/s.
- Copy of the balance sheets for the last 2 financial years (to be submitted every year)
- Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/whole time director/MD (to be submitted every year)
- Photograph, POI, POA, Aadhaar card, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.
- Photograph, POI, POA, Aadhaar card, PAN of individual promoters holding control - either directly or indirectly.
- KYC form **Annexure K** for firm, **Annexure J** for authorised signatories
- PAN copy of the corporate account and also the authorised signatories
- Authorised signatories list with specimen signatures
- KYC documents and the Customer Registration Form (for individuals) of the authorised signatories to be obtained.
- Certified true Copy of Memorandum and Articles of Association
- Certified true copy of Board resolution for investment in securities market.
- Opening Demat Account with our Bank authorizing the signatories to operate the demat account mentioning their names and mode of operation.

- Duly filled and signed Corporate Account Opening demat Form
- Any one of the following documents can be submitted as proof of address
- Proof of address of the corporate evidenced by the document registered with Registrar of Companies.
- Acknowledged copy of Income tax Return duly verified from the original.
- Bank statement
- Verified true copy of the Leave and License agreement/ Agreement for sale.
- Corporate FATCA Form

6. ACCOUNTS OPENED IN THE NAMES OF PARTNERS FOR HOLDING SECURITIES THAT BELONG TO A PARTNERSHIP FIRM

A. The account is opened only in the name of Partners and the securities that belong to the Partnership Firm can be held in this account.

B. Following documents to be collected while opening partnership Demat account.

- Copy of the balance sheets for the last 2 financial years (*to be submitted every year*).
- Certificate of registration (*for registered partnership firms only*).
- Copy of partnership deed.
- Authorised signatories list with specimen signatures and photograph.
- Photograph, POI, POA, PAN of Partners.
- Undertaking in the prescribed format from the Partners to the effect that the Partners would comply with the provisions of the Companies Act, 1956 and other applicable statutes in respect of securities of the Partnership firm held in the account opened in the name of the Partners, is obtained.

7. PROCEDURE FOR OPENING DEPOSITORY ACCOUNT OF REGISTERED SOCIETY

- The depository account is opened in the name of Society.
- Copy of Registration Certificate under Societies Registration Act.
- List of Managing Committee members.
- Committee resolution for persons authorised to act as authorised signatories with specimen signatures.
- True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

8 - PROCEDURE FOR OPENING DEPOSITORY ACCOUNT OF TRUST:

- Copy of the balance sheets for the last 2 financial years (*to be submitted every year*).
- Certificate of registration (*for registered trust only*).
- Copy of Trust deed.
- List of trustees certified by managing trustees/CA.
- Photograph, POI, POA, PAN of Trustees.
- For registered trust where a registration certificate is issued by a Statutory Authority under the provisions of the Bombay Public Trust Act, 1950 or The Indian Societies Registration Act, 1860, in addition to the above, Obtain **certified copy of the resolution passed by the Board of Trustees** giving the names of trustees authorised by the Board of Trustees to open and operate the depository account.

TRANSFER OF SHARES AND SETTLEMENT THROUGH DELIVERY INSTRUCTION SLIPS (DIS)

MARKET TRADE

An instruction for transfer of security from beneficiary account (investor account) to clearing member account (broker account) is termed as market trade. If client wish to transfer the shares on account of transaction done on the stock exchange, he has to fill the NKGSB Bank Delivery Instruction Slip column meant for market trade and cancel the column of off- market trade. The following details will have to be filled:

CM-BP-ID, CM name, Market type, Settlement number, UCC slip, ISIN, Security Name and Quantity, signature

OFF MARKET TRADE

An instruction to transfer security from one beneficiary account to another beneficiary account is termed as off market transfer. For this Client has to fill the NKGSB Bank Delivery Instruction Slip column meant for off-market trade and cancel the column of for- market trade. The following details will have to be filled:

DP ID, DP name, Client Id, Reason/ Purpose, ISIN, Security name and Quantity, signature

DEMATERIALISATION AND REMATERIALISATION

DEMATERIALISATION

Dematerialisation is the process of converting securities held in physical form to an equivalent number in electronic form and creating the same to the beneficiary account of the client. As per SEBI rules, all investors need to dematerialize their existing physical share certificates. Trading and transfer (except in case of transmission) is not allowed in physical formats. For facilitating dematerialization of existing physical share certificates, customers open Demat account with us and then have to submit to us Demat Request Form (DRF) along with physical share certificates to be dematerialized.

In case of any spelling mistakes or abbreviation on name appearing in Share Certificates, duly filled 'Name Declaration Form' to be submitted by client.

In case order of names mentioned in Share Certificates is not as per demat account, e.g. name on share certificate is B & A and if the Demat Account is opened in order A & B, then client has to submit "Transposition Form" from the clients.

Client to submit originally verified and self attested copy of POI and POA, utility bill (electricity/ landline/ Mahanagar Gas) not older than 3 months, Address/ sign/ photo verification and original cancelled cheque.

A duly certified Client Master Report printed either from the DPM system or from Participant's back-office system; OR A covering letter generated from the DPM system or from Participant's back-office system which incorporates the aforesaid details while forwarding the demat requests to be enclosed by DP.

Signature, address, photo verification certificate from Banker is to be submitted with DRF request

In case of Transfer of Shares on account of Death of Demat Account Holder , Transmission Form along with original / notarized Death Certificate, PAN Card copy of the Survivor for every DRF to be obtained, please note that Survivors to open separate Demat Account before Transmission.

REMATERIALISATION

Rematerialisation is a process by which a beneficiary can convert the electronic balance in his account into physical share certificate.

On remat the investor will get new share certificate with new folio and certificate number.

PROCEDURE OF CREATION OF PLEDGE

Please note pledge creation can only be created on shares in Demat account with NSDL

Loan applicant having Demat Account with NKGSB Co-op. Bank Ltd.

- Once the credit facility gets sanctioned the customer has to fill requisition slip for obtaining pledge form, from our Demat Department.
- Branch to send the filled Pledge Form and sanction Letter to Demat Department by affixing Branch Manager Stamp and signature on it.
- On receipt of Pledge Form along with sanction letter, pledge creation will be initiated by Demat Department.
- The Pledge creation will be confirmed by Demat Department on the duplicate pledge form by assigning Pledge Order No. and returned to the branch.
- The requested quantity is then marked pledge in the client's demat account and status of these shares stands changed to pledged from beneficiaries.

Loan applicant having Demat Account with Other DP

- Once the credit facility is sanctioned the applicant approaches his DP for pledge creation.
- The applicant after creation of pledge will hand over the duplicate copy of Pledge form wherein his DP mentions the Pledge order No. Along with his demat statement.
- Our Demat Department will confirm the pledge creation.
- The requested quantity is then marked pledge in the client's demat account and status of these shares stands changed to pledged from beneficiaries.

MARGIN PLEDGE / RE-PLEDGE FUNCTIONALITY

As per SEBI guidelines, Margin Pledge instructions will be initiated on the basis of UCC mapped in client demat account (on the basis of PAN), segment and linkages of respective TM details. Further, Margin Re-pledge will be initiated on the basis of TM-CM linkages provided by the Clearing Corporations to NSDL. NSDL has mapped active UCC provided by Stock Exchanges in demat account on the basis of PAN details available in client maintenance module in NSDL depository system.

The detailed process of Margin Pledge / Re-pledge functionality is as given.

Initiation of Margin Pledge / Re-pledge:

Client can initiate a margin pledge instruction in favour of 'TM – Client Securities Margin Pledge Account' or 'TM/CM – Client Securities Margin Pledge Account' by submitting a physical Margin Pledge Form 43 to its Participant or electronic instructions through NSDL e-Services.

SPEED-e FACILITY -

“Speed-E” facility enables demat account holders to submit delivery instructions directly on the Internet through SPEED-e website <https://eservices.nsdl.com>, instead of submitting Delivery Instruction in physical form to Bank. The users of SPEED-e can also check latest balances and transactions in their demat accounts through a facility called Internet-based Demat Account Statement (IDEAS) and monitor the status of execution of instructions. SPEED-e is available only to those Depository Participants who have subscribed to it and the Users sign an agreement with the Participant.

Demat account holders will have the option of accessing SPEED-e either as a Password User or as a Smart Card / e-Token User. Password Users can debit their demat accounts only in favour of specified Pre-Notified Clearing Member accounts (upto six), while Smart Card / e-Token User can submit instructions in favour of any number of accounts.

Features and advantages of SPEED-e facility

Clients (Beneficial Owners)

Password Users:

- Password based Users can submit market instructions in favour of maximum six pre-notified Clearing Member Accounts
- Password Based Users can submit instructions pertaining to Mutual Fund units (*for redemption purpose*) to the designated Pool Accounts of NSCCL and ICCL
- User can opt e-DIS facility and confirm the Pay-in instructions uploaded by their Clearing Member
- Users can View and Change their existing email ID

E-token Users:

E-token Users can avail the following features both on interactive as well as on a batch Submission mode

- Delivery to Clearing Member
- Inter Depository Delivery
- Submission of instruction(s) to freeze / unfreeze account(s) / ISIN(s) and / or specific quantity of securities under an ISIN. Further, freeze request executed by Clients through **SPEED-e** cannot be unfrozen by the Participant (applicable for e-token based Users)