

## **PROCEDURE FOR OPENING OF AN ACCOUNT**

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

### **Process Steps:**

#### **1. Application Submission:**

Clients can open Demat and Trading Accounts at our Corporate Office OR With our Registered AP / Branch. Accounts can be opened using physical account opening forms or online forms which is available on our website <https://spreadx.in> (Steps to open online Account is – online Demat Account > Start Registration. You can also Check the Status of your Process on <https://spreadx.in> > Open Demat Account > Sign in to Continue your Application PAN)

#### **2. Require Documents:**

Check List of required documents is available on our website <https://spreadx.in> > Download > KYC Checklist. KYC Advisory and All type of category is listed in this document. Investor may follow it relevant category which they want to Open account.

#### **3. Identity Verification:**

During the account opening process, the Spread X Securities 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.

#### **4. Document(s) 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.

#### **5. Required Documents for Physical Account Opening:**

- PAN
- Aadhar
- Cancelled Chque Copy
- Signature Image (We are verifying the Signature with PAN, if, it's not match with your PAN, then you need to give Bank Verification)

#### **6. 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 client through OTP. Also, we are verifying the Common Email id, Mobile Number's with family relations. (i.e., Self, Spouse, Dep. Parents, Dep. Children) one Common Mobile Number and Email id is not allowed in more than Four Accounts.

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

#### **7. Account Opening Confirmation:**

Once all the necessary documents are verified and validated, the Demat and Trading Accounts will be successfully opened for the client. Method of confirmation in dual way 1<sup>st</sup> is SMS and 2<sup>nd</sup> is Email. Confirmation will be sent on which the Investor has registered details with us. After the successful account opening, a welcome letter will be sent to the client's registered email address, and it will be sent via courier to their registered address.

The welcome letter is including DP / Client ID, Bank Account details of Client, Demographic details of client, Guidelines, Policy and Procedure of SPREAD X and contact information for further assistance.

#### **8. Responsibilities:**

- **Spread X 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 co-operating with 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 and physical on address 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.