## Nalanda Securities Private Limited

## Step by Step Procedure for Opening Trading Account with us:

- As and when any one approaches us for opening a trading account, we ask for references and basic details like place of residence/business, Occupation, Financials details, source of funds and/or securities, trading pattern etc. to understand his background. We carry out due diligence based on details provided and reference check decide whether to open his trading account with us or not.
- 2. Once we decide to open trading account, we provide Trading Account Opening kit to him.
- 3. After receiving duly filled Client registration form along with self certified supporting's, we check that whether documents are complete and in case of any discrepancy, we get the same rectified.
- 4. We check the KYC documents with original and we put our stamp and sign on copy.
- 5. We then carry out in person verification with original photo identity proof of client either at Client's place or Client visits our office. We put our stamp and sign on id proof.
- 6. After completion of above process, we take approval of our Director to open the trading account.
- 7. We then Update Client KYC data on CYKC and KRA portal.
- 8. We then generate Unique Client Code (UCC) for the client and upload UCC data on NSE and BSE UCC portals.
- 9. Upon approval from NSE and BSE, We issue welcome letter to Client along with copy of Client Registration Documents.