

# Account Opening Process

- **Important :** As per the regulations, new accounts cannot be opened if the PAN is not linked with Aadhar. Even if Aadhar is successfully linked with PAN, it must still be updated in the IT records, which can take up to 7 working days.

## How to link PAN with Aadhaar?

To link PAN with Aadhaar visit <https://eportal.incometax.gov.in/iec/foservices/#/pre-login/bl-link-aadhaar> and follow the on-screen instructions.

As per the press release from the Ministry of Finance, taxpayers who have not linked their PAN with Aadhaar have to pay a fee of Rs. 1000/- to Income Tax Department (ITD) before submitting the PAN-AADHAAR linkage request.

To learn how to pay the fee, visit <https://youtu.be/ii8rjwox0JE>. If payment is made on the Protean (NSDL) portal, please try linking after 4-5 working days from the payment date.

To link PAN with Aadhaar, follow these steps:

1. Visit <https://eportal.incometax.gov.in/iec/foservices/#/pre-login/bl-link-aadhaar>.
2. Enter PAN and Aadhaar and click on *Validate*.
3. Click on Continue, enter the name as per Aadhaar and the Aadhaar linked mobile number.
4. Click on *I have only year of birth in Aadhaar card* if only the year of birth is present on Aadhaar, and then on *I agree to validate my Aadhaar details* and click on *Link Aadhaar*.
5. Enter the OTP and click on *Validate*.

The screenshot shows the e-Filing portal interface for linking PAN with Aadhaar. At the top, there is a header with the e-Filing logo and navigation options like 'Call Us', 'English', and 'Login/ Register'. The main content area is divided into sections. On the left, there is an 'Information' box with a blue background, detailing the process and a fee of Rs. 1000. Below this, there are input fields for 'PAN' and 'Aadhaar Number', a 'Back' button, and a 'Validate' button. On the right, there is a 'Note' box with a blue background, listing exemptions for NRIs, non-citizens of India, those over 80 years old, and residents of Assam, Meghalaya, and Jammu & Kashmir. A 'TaxGenie' chatbot is also visible in the bottom right corner.

To check PAN Aadhaar linking status, visit <https://eportal.incometax.gov.in/iec/foservices/#/pre-login/link-aadhaar-status>. Enter the PAN and Aadhaar and click on *View Link Aadhaar Status*.

The following categories of clients are exempted from Aadhaar PAN linking:

- NRIs
- Not a citizen of India.
- Age > 80 years as on date.

- State of residence is Assam, Meghalaya or Jammu & Kashmir.
- 

### **Did you know?**

- While linking, please ensure that the name and Date of Birth (DOB) on Aadhaar match that on your PAN. If there is a mismatch, update the name or DOB on Aadhaar. To know how to update Aadhaar, visit <https://uidai.gov.in/my-aadhaar/about-your-aadhaar/updating-data-on-aadhaar.html>.
- 

## **To open an offline Individual Trading Account, the following documents are required:**

---

### **Application form (Soft Copy Available under Downloads Section):**

1. Account Opening Form
2. Saral Form
3. FATCA Form
4. CKYC Form
5. CVL KRA Form
6. Nomination Form

### **Supporting Documents**

1. A passport-size photograph to affix and sign across on the equity cash and F&O segments.
  2. Self-attested copy of the PAN with the signature under *Applicant signature*.
  3. Self-attested address proof. Any one of the following documents: Driving licence, voter ID, passport, Aadhaar card. If Aadhaar is being submitted as proof, ensure that a masked Aadhaar is submitted, i.e., black out the first 8 digits of the Aadhaar number. Only the last four digits should be visible. To download a masked Aadhaar online, visit <https://myaadhaar.uidai.gov.in/> and tick the *Do you want a masked Aadhaar?* option while downloading Aadhaar.
  4. A bank account proof in the client's name. The bank proof can be one of the following: A personalised cancelled cheque with the name printed on it, bank statement, bank passbook copy with the bank account number, bank logo, seal, MICR, and IFSC code clearly visible.
  5. An income proof to trade in F&O. The income proof can be one of the following:
    - Bank statement for the last six months with an average balance of more than ₹10,000.
    - The latest salary slip with gross monthly income exceeding ₹15,000.
    - ITR acknowledgement with gross annual income exceeding ₹1,20,000.
    - Form 16 with gross annual income exceeding ₹1,20,000.
    - Certificate of net worth more than ₹10,00,000.
    - Statement of demat holdings with current holdings value exceeding ₹10,000.
- 

### **In-person Verification (IPV)**

As part of the mandatory In-Person Verification (IPV) requirement for all brokers, Webcam or a physical verification is required.

Once all the documents are ready, e-mail the soft copy of all the forms to office@ndshares.com. The forms will be reviewed in case any corrections are required. After the forms are reviewed, courier all the documents to

N.D.Shares & Securities,  
B-4, Eden Garden,  
Panjrapole, Chembur,  
Mumbai – 400 088.

**Did you know?** If the account holder is a senior citizen and cannot sign the forms, a medical certificate and a thumb impression of the account holder on a sheet of paper must be sent along with the other documents.

Demat A/c is mandatory needed to open and operate in a trading A/c. It can be open with any DP of your choice.

It can take upto 72 working hours to open the account.

## **To open an offline Minor Trading Account, the following documents are required:**

---

- **Important** : Minors cannot buy stocks. Instead, the guardian can either transfer existing stocks in their demat account or buy and transfer stocks into the minor's account.
  - The guardian can initiate the transfer process with the Client Master Report (CMR). The CMR copy is sent to the registered email ID once the minor account is opened.
  - Securities in a minor account cannot be sold; they must be transferred from the minor's account to the guardian's account to be sold.
  - The guardian should sign all the forms and supporting documents of the minor.
- 

## **Application form (Soft Copy Available under Downloads Section):**

---

1. Account Opening Form
2. Saral Form
3. FATCA Form
4. CKYC Form
5. CVL KRA Form
6. Nomination Form

## **Supporting Documents**

1. Passport-size photographs of the minor and guardian must be affixed to their respective KYC applications.
2. PAN:
  - Minor's PAN copy signed by the guardian.
  - Self-attested copy of the PAN of the guardian.
3. Address proof:
  - Any of the following for the minor: Aadhaar or passport, signed by the guardian.
  - Any of the following for the guardian: Aadhaar, driving license, passport or voter ID, signed by the guardian.

4. A cancelled cheque or recent month's bank statement of the bank account in the name of the minor.
5. Any of the following additional documents of the minor: Birth certificate copy, school leaving certificate, Passport and mark sheet issued by the higher secondary board.
7. PAN & address proofs would not be required if the minor is KYC verified.

What is Know Your Customer (KYC), and how can the KYC status be checked?

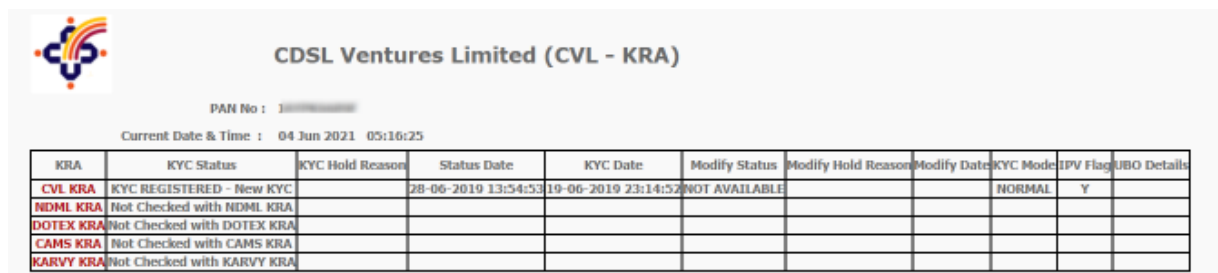
Know Your Customer (KYC) is a process to determine the identity of a customer and details such as income, profession etc. A KYC is mandatory as per SEBI guidelines to open a trading and demat account. KYC will be verified during the account opening process at NDSS.

To check the KYC status, follow these steps:

1. Visit <https://www.cvlkra.com>.
2. Click on *KYC inquiry*.
3. Enter *PAN*, input the *captcha*, and click *Submit* to fetch the status.

What does **KYC status** mean?


- Registered: KYC is registered successfully. The N. D. Shares & Securities account will be opened within 72 hours of completing the account opening process if the KYC is registered.



The screenshot shows the CDSL Ventures Limited (CVL - KRA) KYC status page. The PAN number is [REDACTED]. The current date and time are 04 Jun 2021 05:16:25. The KYC status is 'KYC REGISTERED - New KYC'. The status date is 28-06-2019 13:54:53 and the KYC date is 19-06-2019 23:14:52. The modify status is 'NOT AVAILABLE'. The KYC mode is 'NORMAL' and the EPV flag is 'Y'. The table below shows the KYC status for various KRAs.

KRA	KYC Status	KYC Hold Reason	Status Date	KYC Date	Modify Status	Modify Hold Reason	Modify Date	KYC Mode	EPV Flag	UBO Details
CVL KRA	KYC REGISTERED - New KYC		28-06-2019 13:54:53	19-06-2019 23:14:52	NOT AVAILABLE			NORMAL	Y	
NIDMIL KRA	Not Checked with NIDMIL KRA									
DOTEX KRA	Not Checked with DOTEX KRA									
CAMS KRA	Not Checked with CAMS KRA									
KARVY KRA	Not Checked with KARVY KRA									

- Under process: This status shows up for a recently opened account. It takes up to 5 days for the KYC to be updated.



The screenshot shows the CDSL Ventures Limited (CVL - KRA) KYC status page. The PAN number is [REDACTED]. The current date and time are 03 Jun 2021 18:22:42. The KYC status is 'UNDER PROCESS - New KYC'. The status date is 01-06-2021 21:46:03 and the KYC date is 01-06-2021 07:05:02. The modify status is 'NOT AVAILABLE'. The KYC mode is 'BLOCKED' and the EPV flag is 'Y'. The table below shows the KYC status for various KRAs.

KRA	KYC Status	KYC Hold Reason	Status Date	KYC Date	Modify Status	Modify Hold Reason	Modify Date	KYC Mode	EPV Flag	UBO Details
CVL KRA	UNDER PROCESS - New KYC		01-06-2021 21:46:03	01-06-2021 07:05:02	NOT AVAILABLE			BLOCKED	Y	
NIDMIL KRA	Not Checked with NIDMIL KRA									
DOTEX KRA	Not Checked with DOTEX KRA									
CAMS KRA	Not Checked with CAMS KRA									
KARVY KRA	Not Checked with KARVY KRA									

- On-hold or rejected: This status shows up if the details were not updated with the correct information and documents by the previous financial intermediary. NDSS will send the required documents to the KRA to get the KYC status rectified. If additional documents are required, an email with the details about the documents required will be sent. It can take up to 5 working days for the status to be updated.



## CDSL Ventures Limited (CVL - KRA)

PAN No. : XXXXXXXXXX

Current Date & Time : 25 May 2021 08:34:25

KRA	KYC Status	KYC Hold Reason	Status Date	KYC Date	Holdy Status	Holdy Hold Reason	Holdy Date	KYC Hide	IPV Flag	UBO Details
CVL KRA	ON HOLD - New KYC	ADDITIONAL SIGNATURE NOT PROPER	30-04-2021 13:23:06	13-04-2021 15:40:30	UNDER PROCESS - Holdy KYC		23-05-2021 18:52:42	BLOCKER	Y	
NDPHL KRA	Not Checked with NDPHL KRA									
DOTEX KRA	Not Checked with DOTEX KRA									
CAMS KRA	Not Checked with CAMS KRA									
KARVY KRA	Not Checked with KARVY KRA									

DISCLAIMER: This KYC status shall not be used or relied upon for any purpose other than those specified in the CVL KRA guidelines. CVL shall not be liable to any person using this information.

- **Important** : If the account was inactive for a year, the KYC details will have to be updated.

### In-person Verification (IPV)

As part of the mandatory In-Person Verification (IPV) requirement for all brokers, Webcam or a physical verification is required. The guardian and the minor should be in the same video while performing the IPV.

Once all the documents are ready, e-mail the soft copy of all the forms to office@ndshares.com. The forms will be reviewed in case any corrections are required. After the forms are reviewed, courier all the documents to

N.D.Shares & Securities,  
B-4, Eden Garden,  
Panjrapole, Chembur,  
Mumbai – 400 088.

### Did you know?

- If Aadhaar is being submitted as proof, ensure that a masked Aadhaar is submitted, i.e., black out the first 8 digits of the Aadhaar number. Only the last four digits should be visible. To download a masked Aadhaar online, visit <https://myaadhaar.uidai.gov.in/> and tick the Do you want a masked Aadhaar? option while downloading Aadhaar.
- Once a minor attains maturity (18 years of age), the minor account has to be converted to an individual account.
- In a minor account, the guardian cannot be added as the nominee.

### To open an offline Non - Individual Trading Account, the following documents are required:

### What are the documents required to open a corporate account?

The documents required to open a corporate account depend on the KYC status of the company and the director.

**If the KYC of the company and the directors are not registered, the following documents are required to open a corporate account:**

## **Application form (Soft Copy Available under Downloads Section):**

---

1. Account Opening Form of Non- Individual
2. Account Opening Form of Individual
3. Saral Form
4. FATCA Form
5. CKYC Form (Other than Individuals)
6. CVL KRA Form (Other than Individuals)
7. Corporate AOF Annexures

### **Supporting documents**

- A PAN copy of the company with the seal and signature of the authorised signatory or director.
  - Address proof in the company's name with the seal and signature of the authorised signatory or director. The proof can be any one of the following: certificate of incorporation, the latest month's transaction copy of bank statement, utility bill, Ministry of Corporate Affairs (MCA) copy, or lease or rent agreement.
  - Self-attested individual PAN copies of all the authorised signatories or directors.
  - Self-attested individual address proof of all the authorised signatories or directors.
  - Additional copy of PAN and address proof of the authorised signatories with company seal and signature.
  - Individual KYC form signed by each whole-time or executive director. The director has to sign without the stamp on individual KYCs and supporting documents.
  - A copy of the certificate of incorporation with seal and signature of authorised signatory or director.
  - The Memorandum of Association (MOA) and the Articles of Association (AOA) of the company, with authorised signatory or director seal and signature on the first 4 pages of the MOA and AOA. If the director details are missing on the MOM, and AOA, an additional FORM-32 or DIR-12 copy is to be submitted.
  - A copy of the balance sheet of the latest two financial years with the seal and signature of the authorised signatory or director. The balance sheet must also be attested by a Chartered Accountant (CA) and have the CA's name, CA company name, member registration number (M. NO), UDIN, date and city. The balance sheet has to be submitted every financial year after the account is opened.
  - If the company is newly incorporated, then a net-worth certificate from the chartered accountant with UDIN- number specified and income tax declaration on the company letterhead with authorised signatory or director seal and signature.
  - A bank account proof of the company for linking with NDSS. The proof can be any one of the following: A personalised cancelled cheque with the company name printed on it, a bank statement, a bank passbook copy with the bank account number, MICR, and IFSC code clearly visible.
  - Any one of the following income proof to activate the F&O and commodity segment:
    - Latest six months' bank statement or passbook of the company account.
    - Latest year audited profit and loss statement.
    - Latest year Income Tax Return (ITR) acknowledgement.
  - Net-worth certificate from the chartered accountant with the UDIN number specified.
-

- DP holding statement of the entity.
  - Board resolution on the company letterhead.
- 

### **Ultimate Beneficial Owner (UBO)**

An individual is identified as an ultimate beneficiary if they have shareholding, capital or profits of 10% or more in the company. They are required to submit the UBO annexure.

In case no individual is identified, the senior managing official may be considered as the UBO, and the following documents are to be submitted:

- A copy of the UBO annexure with signature on the 3rd page of an individual holding 10% or more.
  - A self-attested copy of the PAN and address proof of those holding 10% or more.
- 

If an entity has more than 10% of the shareholding, capital or profits in the company. The entity should identify as an ultimate beneficiary and is required to submit the following documents:

- A copy of the UBO annexure with signature on the 3rd page of all the shareholders of such an entity holding 10% or more.
  - A copy of the PAN and address proof with self-attestation of all the shareholders of such an entity holding 10% or more.
  - Latest shareholding pattern (on the company letterhead) of such an entity holding 10% or more, with the signature of the whole-time director or individual promoters.
- 

### **In-person Verification (IPV)**

As part of the mandatory IPV requirement for all brokers, the authorised person must complete the verification. The verification can be done online using webcam/video or offline through the authorised person must visit a NDSS office, or a representative of NDSS would be required to visit the offices or residences of the client to complete the IPV procedure.

**If the KYC of the company and the directors are registered, the following documents are required to open a corporate account:**

Once all the documents are ready, e-mail the soft copy of all the forms to office@ndshares.com. The forms will be reviewed in case any corrections are required. After the forms are reviewed, courier all the documents to

N.D.Shares & Securities,  
B-4, Eden Garden,  
Panjrapole, Chembur,  
Mumbai – 400 088.

**Did you know?** As per Rule 3 (6) of the Companies (Incorporation) Rules, 2014 (WEB), a One-Person Company (OPC) cannot carry out Non-Banking Financial Investment activities, including investment in securities. Hence, in line with regulations, NDSS does not allow the opening of an OPC account.

# What are the documents required to open a HUF account?

## Application form (Soft Copy Available under Downloads Section):

---

1. Account Opening Form of Non- Individual
2. Account Opening Form of Individual
3. Saral Form
4. FATCA Form
5. CKYC Form
6. CVL KRA Form
7. Declaration and Annexures

## Supporting documents

1. A PAN card copy of the HUF with seal and signature.
2. Address proof of the HUF with seal and signature. The address proof can be the latest transaction copy of the bank statement or passbook.
3. Self-attested PAN card copy of karta.
4. Self-attested address proof copy of karta. Address proof can be one of the following: Aadhaar, driving licence, voter ID or passport. If Aadhaar is being submitted as proof, ensure that a masked Aadhaar is submitted, i.e., black out the first 8 digits of the Aadhaar number. Only the last four digits should be visible. To download a masked Aadhaar online, visit <https://myaadhaar.uidai.gov.in/> and tick the *Do you want a masked Aadhaar?* option while downloading Aadhaar.
5. Additional PAN and address proof copy of karta with HUF seal and signature.
6. Self-attested PAN card copy of the co-parcener or member.
7. A bank account proof of the HUF account. The bank proof can be one of the following: A personalised cancelled cheque with the HUF name printed, bank statement, bank passbook copy with the bank account number, MICR, and IFSC code clearly visible.
8. Any one of the following income proof of HUF to activate the F&O and commodity segment:

---

  - Latest six months' bank statement or passbook of the HUF account.
  - Latest year audited profit and loss statement.
  - Latest year Income Tax Return (ITR) acknowledgement.
  - Net-worth certificate from the chartered accountant with the UDIN number specified.
  - DP holding statement of the HUF.

---
9. If Karta is a female, provide an additional self-declaration form as a hard copy along with the abovementioned documents.
10. If the current Karta is opening the HUF account after the death of the previous Karta, a notarised copy of the death certificate with the HUF seal and signature must be provided.

---



## **In-person Verification (IPV)**

As part of the mandatory IPV requirement for all brokers, the authorised person must complete the verification. The verification can be done online using webcam/video or offline through the authorised person must visit a NDSS office, or a representative of NDSS would be required to visit the offices or residences of the client to complete the IPV procedure.

Once all the documents are ready, e-mail the soft copy of all the forms to [office@ndshares.com](mailto:office@ndshares.com). The forms will be reviewed in case any corrections are required. After the forms are reviewed, courier all the documents to

N.D.Shares & Securities,  
B-4, Eden Garden,  
Panjrapole, Chembur,  
Mumbai – 400 088.