

## Guidelines for Opening New Account

### 1. Filling up Account Opening Form:

- Get a physical copy of the form from our registered office- 206B 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 :**206B 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

