

Procedure to be followed while opening a Demat Account

An investor wishing to open a Demat Account with Spark Capital Advisors (India) Private Limited (SCA) shall be registered with CDSL. The applicant shall fill up the KYC Application form as specified by the KYC Registration Agency for individuals or for Non-Individuals as the case may be and additional KYC Form for opening a Demat Account for Individuals or for Non-Individuals and submit the same to the SCA. The applicant should submit any one of the documents as valid Proof of Identity and Proof of address as specified by SEBI from time to time. If the investor is already KRA compliant, the investor should disclose such details of KRA with whom he / she is registered. Such investor need not submit KYC documents and KYC application form again.

SCA will collect separate KYC application forms from sole / first holder, second holder and third holder in case of Joint Accounts. In case, if sole holder is a minor / person with mental disability, KYC application form should be collected from the guardian also. Separate KYC application form to be collected from the HUF entity, Karta, Trust and Trustees in case of unregistered Trust, Partnership Firms.

SCA will provide a copy of the Rights and Obligations document to the applicant and shall keep an acknowledgment of the same on record.

In order to open an account, the investor needs to fill up KYC Application form (if not KRA compliant) and Additional KYC form for opening a demat account as per the format provided by CDSL. The investor shall complete the standard form in all respects and submit the same to the SCA along with the relevant documents as prescribed by SEBI.

For Proprietary / Partnership Firms: A BO Account shall be opened in the name of a proprietor or in the name of partners [Maximum 3 Partners]. BO accounts in the name of the Proprietorship Concern or Partnership Firm cannot be opened. KYC application form / KRA details are to be obtained for proprietor / partners and partnership firm. For Partnership firm, Partnership deed is also to be obtained. The pan card details of the partnership firm / proprietor is to be updated in the CDSL system.

A BO's Account can have a maximum of three names associated with it: the Sole/ First Account holder, the First Joint holder and the Second Joint holder. One passport-size photograph of each applicant shall be pasted on the form along with their signatures across the photograph and Account Opening Form.

***Obtaining PAN Card details of all holders is compulsory for all categories of demat account holder(s).**

In some cases, the PAN is not required to be entered. Such cases are to be handled by entering appropriate exemption code. The exemption codes provided are as follows:

Exemption for the account holder
Custodian
Governor
President of India
Sikkim Resident
UN entities / Multilateral Agencies
Holder Deceased

Bank Details :DPs shall collect proof of bank details.

- a) Any one of the following documents can be collected: -
 - i. Photocopy of the cheque / cancelled cheque having the name of the account holder where the cheque book is issued.
 - ii. Photocopy of the Bank Statement having name and address of the BO.
 - iii. Photocopy of the Passbook having name and address of the BO.
 - iv. Letter from the Bank.

In case of option (ii), (iii) and (iv) above, MICR code of the branch shall be present/mentioned on the document and it shall be self-certified by the BO.

MICR code starting with 000 will not be eligible for ECS.

- b) In case of Bank DPs, where a BO is having banking relation with the Bank and has also provided the same Bank details for the demat account, then the Bank DP need not obtain proof of such bank details as mentioned above.

SCA shall obtain and maintain photocopies of documents submitted on regular paper and not on thermal facsimile paper. SCA will only accept the duly completed KYC application form and additional KYC form along with relevant documents and give an acknowledgement to the BO after signing and stamping the acknowledgement slip.

If a client is already KRA compliant, SCA shall fetch / obtain the details from KRA system for KYC compliance and proceed further with other formalities for account opening.

SCA will upload / fill all the data and stored at CDSL. A unique BO account number (ID) is generated

by the system. SCA shall record the BO ID on the original application form.

The BO account number is unique within the system and will serve as a reference number for the BO in all his future dealings with his SCA or with CDSL.

SCA will send the BO a system-generated confirmation letter for having opened the account mentioning the account number along with the formats of necessary forms and instruction slips. This letter shall be given to the BO and SCA as SCA shall maintain proof of such dispatch. The letter along with other documents mentioned earlier may also be given to the BO if the BO wants to collect the same in person. Proof of such delivery shall be maintained by the SCA.

Alternatively, the client master report may be provided by SCA to the BO at the email address recorded in the CDSL system or through its website, provided the same can be accessed by the BO through secured access-e.g. Login ID-Password / three factor authentication. In case SCA is not able to provide the same by email / the BO cannot access the same through its website due to any reason (including bounced emails), SCA should ensure that the same is provided to the BO in paper form. SCA should maintain record of delivery/ non-delivery of the emails to the BO or accessing of the information by the BO through its website. The BO should be informed at the time of account opening that such information will be made available through email /website, as the case may be. In case DIS booklet is required to be sent to BO, it must be separately issued to the BO.

A BO may have an on-line trading account and give /execute a POA / DDPI in favour of the CM for executing delivery instructions for settling stock exchange trades effected through such CM or a BO may have registered for eDIS (submission of electronic instructions through online portal of DP) facility provided by DP or a BO may be a PMS client of a PMS manager and give / execute a POA in favour of the PMS manager or execute a PMS agreement with an authority to PMS manager to manage the portfolio of securities. In such a case, the BO shall be given an option to receive the Delivery Instruction Slip Booklet (DIS) on SCA completing the account opening procedure or at any later date on request by the BO. The BO can exercise such option by submitting an 'Option Form for issue of DIS booklet', which shall be given to the intending-BO along with the Account Opening Form (physically / electronically). A written consent shall be obtained from BO in case BO agrees to waive off the right to receive DIS booklet at the time of account opening and opts to receive it at a later date.

If the BO requires the DIS booklet at a later date then SCA shall issue the DIS booklet on receiving a request letter signed by all accountholders. The procedure for verifying the request/signatures, dispatch of DIS booklet or hand-delivery thereof, and maintenance of dispatch record / acknowledgement record by SCA would remain the same as mentioned under Item 6.5.1 (Issue of

Instruction Slips) of CDSL's DP Operating Instructions.

All correspondence/queries relating to BO Account are sent to the First Holder only at the correspondence address recorded in the system.

Procedure for opening a BO account of an Illiterate / Disabled Person / Blind person / Person with mental disability:

The BO shall, as far as possible, come in person to open the demat account. Such persons shall, at the time of opening an account with a DP, affix the thumb impression (left hand thumb in case of a male and right hand thumb in case of a female), on the account opening form as well as on the acknowledgement of Rights and Obligations document in the presence of an authorised officer of SCA, who shall certify that the thumb impression was affixed in his presence.

In case of disabled persons, the BO shall produce a medical certificate about the BO's disability.

SCA shall identify the BO by verifying the photograph submitted by the BO and if the BO is illiterate/blind, SCA shall read out/explain the contents of the account opening form and Rights and Obligations document to such BOs, in the presence of a witness at the time of opening the account. The said witness shall sign the account opening form and acknowledgement of Rights and Obligations document, as a witness. The official of SCA shall then put his signature and remarks "Details explained to the BO" on the account opening form. Rest of the procedure remains the same.

A person suffering from conditions relating to Autism, Cerebral Palsy, Mental Retardation and Multiple disabilities, can open a demat account in his/her own name through a guardian. The guardian may be appointed by Local Level Committee under the National Trust for the Welfare of persons with Autism, Cerebral Palsy, Mental retardation and multiple disabilities Act, 1999 or District Court under Mental Health Act, 1987. Based on Guardianship Certificate issued by the aforesaid authorities for the purpose of opening and operating the demat accounts, the demat account can be opened.

If the person is a "mentally ill person" (person who is in need of a treatment) by reason of any mental disorder other than mental retardation, the account can be opened in his/her own name through a guardian appointed by the District court and collectors of districts under the Mental Health Act 1987.

Procedure for opening of accounts for the "surviving holders" of a BO account (TRANSMISSION) – with the same DP:

In case of "Transmission", the new account would need to be opened in the same order of names of the surviving holders as given in the old account. For example: If the old account is in the names

of A, B & C and "C" expires, the new account, should necessarily be in the names of A and B.

Rights and Obligations Document : If the surviving BO(s) decide to open the new account with the same DP, a fresh copy of the Rights and Obligations document need not be given. The account opening form and "Agreement / acknowledgement of Rights and Obligation document signed at the time of opening of the old account may be used for the new account.

Address Proof: If the 1st Holder of the new account is the same as the old account, the address proofs obtained for permanent address and correspondence address, as submitted with the old account, may be used for the new account. However, if the 1st Holder is different, SCA should take care to ensure that existing KYC norms are adhered to in obtaining the required proofs for recording of permanent and correspondence address. Further, SCA shall ensure that the KYC documentation for opening of new accounts is as per SEBI and CDSL specifications in force at the time.

SMS Alert: If the 1st holder of the account is the same as the old account, the same registration form and mobile number may be continued for receiving SMS Alerts. However, if the 1st holder of the account is different, the surviving BO(s) will have to provide the mobile number of the 1st holder of the new account for availing the "SMART" facility.

Nomination: a fresh Nomination form, duly signed by the surviving holders will have to be obtained for the new account and duly updated in the CDSL system and Nomination Register.

SCA should ensure that any original documents removed from the old account opening records (and used for KYC purposes in the new account), are replaced with photocopies of the same, for future co-relation / reference.

SARAL Account Opening Form (AOF) for resident individuals:

SEBI vide its circular no. CIR/MIRSD/1/2015 dated March 04, 2015, has specified a simplified Account Opening Form (AOF) termed as SARAL AOF which can be used by only resident individuals for opening demat accounts.

If an applicant submits SARAL AOF then SCA will obtain additional KYC form.

Individual checklist

IMPORTANT INSTRUCTIONS for filling the KYC Form:

- The account opening form should be filled in BLACK / BLUE INK and CAPITAL LETTERS ONLY.
- All proofs, photographs, and signature on the form should be clearly visible and should be self-attested by client.
- The details mentioned in the proof submitted matches with the form filled up by you as per the Checklist table.
- Signatures and date of birth should match with the proof submitted.
- White ink is not allowed on form. All corrections need to be countersigned with full signature.
- In case of DP in joint names, all the proofs-PAN card, address proof and photo should be provided for 2nd & 3rd Holder also.
- Pan Card & Adhaar Card Proof of Nominee and Guardian also to be provided.

Validation Required	ID Details			Address Details		Bank Details	
	Name	Sign	Photo	Correspondence Address	Permanent Address	Bank Name & A/c No.	MICR/IFSC Code
PAN Card	✓	✓	✓				
UID (Aadhaar)	✓		✓	✓	✓		
Voter ID	✓		✓	✓	✓		
Driving Licence*	✓	✓	✓	✓	✓		
Passport*	✓	✓	✓	✓	✓		
Ration Card				✓	✓		
Telephone Bill** (Mobile bill not accepted)				✓	✓		
Electricity Bill**				✓	✓		
Bank Statement #				✓	✓	✓	✓
Bank Passbook ##				✓	✓	✓	
Cancelled Cheque (With Client name & A/c NO. Printed)						✓	✓
Bank Verification Letter (Original Stationary)	✓	✓	✓	✓	✓	✓	✓

Abbreviations:

- 1) *The proof should be valid on the date of agreement.
- 2) **The proof should not be more than 3 months old.
- 3) # Bank Statement should be attested and of latest quarter.
- 4) ## Bank Passbook should have Bank Manager's

Stamp & Sign if it is handwritten.

PROOF OF FINANCIAL DETAILS, anyone (for Derivatives only)

Net-worth Certificate (CA certified) Return
Tax

Copy of Annual Accounts

Copy of Income

Demat Holding Statement

Copy of Form 16 (Salary Certificate)
bank statement of last 6 Months

ADDITIONAL PROOFS FOR NRI (NON-RESIDENT INDIAN)

1. Bank A/c should be either Repatriable Bank A/c for NRE or Non-Repatriable A/c for NRO Status.
2. Valid Passport/ PIO/ OCI card as proof of Identity. Proof of Foreign Address and Indian Address (if any)
3. Proof of Demat Account should be only with NRI Status.
4. Permission for dealing in securities from Authorized Dealer (Bank) / RBI.

PROOF OF EXISTING DEMAT ACCOUNT HOLDERS

Client Master Report/DP Statement

- 1) Client name & DP A/c No. on the proof of DP submitted should match with that mentioned in the account opening form.
- 2) DP Statement should clearly show DP ID & Client ID

Non-Individual checklist

IMPORTANT INSTRUCTIONS for filling the KYC Form:

- The account opening form should be filled in BLACK / BLUE INK and CAPITAL LETTERS ONLY.
- All proofs, photographs and signature on the form should be clearly visible and should be self-attested by client.
- The details mentioned in the proof submitted matches with the form filled up by you as per the Checklist table.
- Signatures and date of birth should match with the proof submitted.
- White ink is not allowed on form. All corrections need to be countersigned with full signature.
- In case of DP in joint names, all the proofs-PAN card, address proof and photo should be provided for 2nd & 3rd Holder also.
- Pan Card of Nominee and Guardian also to be provided.

Type of Entity	Type of documents
HUF	<ul style="list-style-type: none"> • Pan card of HUF (Mandatory) <p>Address Proof of HUF (Anyone)</p> <ul style="list-style-type: none"> • Bank Statement not more than 3 months. • Passbook Copy <p>Bank Proof (Anyone)</p> <ul style="list-style-type: none"> • Pre-printed cheque HUF Name Printed • Bank Statement <p>Karta Documents</p> <ul style="list-style-type: none"> • Pan Card (Mandatory) • Aadhar / Driving License / Passport / Voter ID <p>Additional Documents</p> <ul style="list-style-type: none"> • 2 Photograph • Deed of declaration of HUF / List of Coparceners <p>Note: All the coparceners and HUF signature required in the DDPI & Stamp Paper HUF affix stamp required at all the place where the KARTA sign</p>
Partnership	<ul style="list-style-type: none"> • Pan card of Firm (Mandatory) <p>Address Proof (Anyone)</p> <ul style="list-style-type: none"> • Bank Statement not more than 3 months • Land line Telephone Bill / Electricity bill (Not more than 3 months old) <p>Bank Proof (Anyone)</p> <ul style="list-style-type: none"> • Pre-printed cancelled Cheque • Bank statement/passbook <p>Additional Document</p> <ul style="list-style-type: none"> • Copy of the Balance sheets for the last 2 financial years • Copy of Partnership deed • Certificate of registration (for registered partnership firms only) • Photograph, POI, POA, PAN of all Partners • Consent letter from Partners • Authorized partners list with specimen signatures • Copy of the Board Resolution
LLP	<ul style="list-style-type: none"> • Pan card of Firm (Mandatory) <p>Address Proof (Anyone)</p> <ul style="list-style-type: none"> • Bank Statement not more than 3 months • Land line Telephone Bill / Electricity bill (Not more than 3 months old) <p>Bank Proof</p> <ul style="list-style-type: none"> • Pre-printed cancelled cheque

	<ul style="list-style-type: none"> • bank statement/passbook <p>Additional Document</p> <ul style="list-style-type: none"> • Certificate of Incorporation/ Registration • Latest Shareholding Pattern • Authorized Signatories List with specimen signature • PAN, DIN & Address Proof of all Partners • Copy of latest share holding pattern • Last 2 Years Annual Report (Balance sheet, P&L,Auditors Reports etc.) / Declaration for New entity • Partnership Deed/ LLP Agreement/ Constitution Agreement • All the Authorized Partners signature required on the DDPI & Stamp Paper • UBO Declaration with PAN and Photo for holders >10% holding • Board Resolution
Trust	<ul style="list-style-type: none"> • Pan card of Trust as well as all Trustee (Mandatory) <p>Address Proof of Trust (Anyone)</p> <ul style="list-style-type: none"> • Bank Statement not more than 3 months • Land line Telephone Bill / Electricity bill (Not more than 3 months old) <p>Bank Proof of Trust</p> <ul style="list-style-type: none"> • Pre-printed cheque • Bank statement/passbook <p>Additional Documents</p> <ul style="list-style-type: none"> • Copy of the Balance sheets for the last 2 financial years • Copy of Board Resolution required • Copy of Trust deed • Certificate of registration (for registered trust only) • Photograph, POI, POA, PAN of all Trustees • List of trustees certified by managing trustees/CA • List of Authorized Trustees with specimen Signature • UBO Declaration with PAN and Photo for holders >10% holding <p>Note</p> <ul style="list-style-type: none"> • Registered Trust – DP account in the name of Trust • Unregistered Trust – DP account will be open in the name of Trustees bases on Resolution • All the Authorized Signatory signature required on the DDPI & Stamp Paper
FDI	<ul style="list-style-type: none"> • Pan card of Entity (Mandatory) <p>Address Proof (Any one)</p> <ul style="list-style-type: none"> • Bank Statement not more than 3 months • Land line Telephone Bill / Electricity bill (Not more than 3 months old) <p>Bank Proof</p> <ul style="list-style-type: none"> • Pre-printed Cancelled cheque • Bank statement/passbook <p>Additional Document</p> <ul style="list-style-type: none"> • Copy of the Balance sheets for the last 2 financial years • Copy of latest share holding pattern • Photograph, POI, POA, PAN and DIN numbers of all directors as well as Authorised signatories • Copy of the Memorandum and Articles of Association and Certificate of Incorporation • Copy of the Board Resolution • Authorised signatories list with specimen signatures • FDI Declaration • For an FDI category – need to submit copy of (RBI Approval) • FIPB – Foreign Investment Promotion Board – approval • List of Director
Body Corporate	<ul style="list-style-type: none"> • Pan card of Entity (Mandatory)

	<p>Address Proof (Any one)</p> <ul style="list-style-type: none">• Bank Statement not more than 3 months• Land line Telephone Bill / Electricity bill (Not more than 3 months old) <p>Bank Proof</p> <ul style="list-style-type: none">• Pre-printed cancelled cheque• bank statement/passbook <p>Additional Document</p> <ul style="list-style-type: none">• Copy of the Balance sheets for the last 2 financial years• Copy of latest share holding pattern• UBO Declaration with PAN & POA and Photo for holders >10% holding• Photograph, POI, POA, PAN and DIN numbers of all directors as well as Authorized signatories• Copy of the Memorandum and Articles of Association and Certificate of Incorporation.• Copy of the Board Resolution• Authorized signatories list with specimen signatures• List of Director
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