

**Physical (offline) account opening process for both Individual and Non-Individual clients for SSJ Finance & Securities Private Limited.**

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## ◆ 1. Regulatory Background (Applicable to Both)

- Account opening is governed by Securities and Exchange Board of India
  - Mandatory components:
    - **Trading Account + Demat Account**
    - **KYC Registration through KRA**
    - **In-Person Verification (IPV)** compulsory
    - **Call Verification from HO**
  - Standard documents:
    - KYC Form (Part I)
    - Account Opening Form (Part II)
    - Rights & Obligations document
    - Risk Disclosure Documents
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## ◆ 2. PHYSICAL ACCOUNT OPENING – INDIVIDUAL

### ✓ Step-by-Step Process

#### 1. Client Onboarding

- Client visits Branch / AP Office of SSJ Finance
  - Relationship manager explains:
    - Segments (Cash, F&O, Currency, Commodity)
    - Brokerage & charges
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#### 2. Form Filling (Physical)

Client fills and signs:

- **KYC Form (Individual)**
- **Trading + Demat Account Opening Form**
- FATCA / CRS Declaration
- Nomination Form (optional but recommended)
- Segment activation forms (F&O, Currency etc.)

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### **3. Document Collection**

#### **◆ Proof of Identity (any one)**

- PAN (Mandatory)
- Aadhaar / Passport / Voter ID

#### **◆ Proof of Address**

- Aadhaar / Passport / Driving License / Utility Bill

#### **◆ Financial Proof (if F&O)**

- Bank statement (6 months)
- ITR / Net worth certificate/salary slips(3 months)

#### **◆ Bank Proof**

- Cancelled cheque / passbook

#### **◆ Photograph**

- Recent passport-size photos
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### **4. In-Person Verification (IPV)**

- Done physically by staff / authorized person
  - Signature + face verification
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### **5. Verification & Due Diligence**

- KYC check in **KRA system**
  - PAN verification
  - AML / Risk categorisation
  - PEP & sanction screening
  - Screening in TSS Software
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## **6. Client Agreement & Documentation**

Client signs:

- Rights & Obligations
  - Risk Disclosure Document (RDD)
  - Policies & Procedures
  - Tariff Sheet
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## **7. UCC Creation & Account Activation**

- Unique Client Code (UCC) generated
  - Demat account opened with CDSL
  - Login credentials issued
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## **8. Welcome Kit / Communication**

- Client ID, DP ID
  - Back-office login
  - Contract note preference (email/physical)
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## ◆ 3. PHYSICAL ACCOUNT OPENING – NON-INDIVIDUAL

(Company / Partnership / LLP / HUF etc.)

### ✓ Step-by-Step Process

#### 1. Client Identification

- Entity type classification:
    - Company / LLP / Partnership / HUF
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#### 2. Form Filing

- **Non-Individual KYC Form**
  - Account Opening Form (Entity)
  - FATCA / CRS
  - Beneficial Owner (BO) Declaration
  - Authorized Signatory List
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#### 3. Documents Collection

##### ◆ Common Documents

- PAN of Entity (Mandatory)
  - Address Proof of Entity
  - Bank Proof (cancelled cheque)
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##### ◆ Constitution Documents

###### 🏢 Company

- Certificate of Incorporation
- MOA & AOA
- Board Resolution
- List of Directors

## ☐ Partnership Firm

- Partnership Deed
- Registration Certificate (if registered)

## ☐ LLP

- LLP Agreement
- Certificate of Incorporation

## 🏠 HUF

- HUF Declaration
  - PAN of HUF
  - Karta details
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## ◆ Authorized Signatories

- PAN, Aadhaar, address proof of signatories
  - Photographs
  - Specimen signatures
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## ◆ Beneficial Owner (UBO)

- Mandatory declaration of individuals holding  $\geq 10-25\%$  (as applicable)
  - KYC of beneficial owners
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## ◆ Financial Proof

- Balance Sheet / Net worth certificate
  - ITR / CA certificate
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#### **4. IPV (Non-Individual)**

- IPV of:
    - Authorized signatories
    - Directors / Partners
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#### **5. Due Diligence**

- Entity verification (MCA / registration authority)
  - PEP screening (Directors / BOs)
  - AML risk classification
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#### **6. Documentation & Agreements**

- Rights & Obligations
  - Risk Disclosure Document
  - Board Resolution verification
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#### **7. Account Setup**

- UCC creation
  - Mapping of authorized users
  - Demat account activation
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#### **8. Activation & Communication**

- Trading credentials issued
  - Maker-checker setup (if applicable)
  - Email confirmation
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## ◆ 4. KEY COMPLIANCE CHECKPOINTS (VERY IMPORTANT)

### ✓ PAN is Mandatory

- No account without PAN

### ✓ KYC Upload to KRA

- Must be done before activation

### ✓ IPV Mandatory

- Physical verification required

### ✓ Segments Activation

- Derivatives only after income proof

### ✓ Documentation Standardization

- As per SEBI uniform format
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## ◆ 6. INTERNAL CONTROL (FOR SSJ FINANCE – BEST PRACTICE)

- Maker–Checker verification
  - PEP approval by Principal Officer and Director
  - High-risk accounts → Director approval
  - Periodic KYC updation
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