

## Trading and Demat Account Opening Form - Instructions for Offline Account Opening

First, log onto [www.cvlkra.com](http://www.cvlkra.com), choose “KYC Inquiry” and check if your PAN is verified there. If your PAN is Verified or Registered, send the documents mentioned below along with your application form or get in touch with your Sales Manager so we can arrange for a form pickup and verification. More information on various KYC statuses is [here](#).

1. Documents and Forms should be printed on A4 size paper
2. Signatures should be as per PAN Card (if not as per PAN Card, alternative proof to be provided)
3. Fill the forms as per the proofs provided – Name should be entered exactly as per PAN.
4. For a Joint Account, a Separate KYC form is required for all the holders along with Proofs.
5. Second and Third Holders (if any) should sign only the Demat Form marked **S** or **T**

### Signature Guidelines

Page Numbers	Signatures
3 (KYC form)	1 across your Photograph (F1) and 1 in the declaration box (F2)
5	F3 - (a,e) - Cash Segment, (b,c,d,g,f,h) - Equity, currency & commodity derivatives - Don't forget to sign in all the boxes if you want to activate all segments
6	F4
7	F5
9	F6
10	F7, F8
11	F9, F10
14	F11 - (If second/third holders exist, sign on S1 and T1)
15	F12a - (If second/third holders exist, sign on S2a and T2a)
	F12b - (If second/third holders exist, sign on S2b and T2b)
Annexure E - Page1	F15, F16 - (If second/third holders exist, sign on S5 and T5)
Annexure 1A	F17 - (If second/third holders exist, sign on S6 and T6)

### Documents Required

Photographs	One. Paste on the KYC form and sign across it.
PAN Card	1 copy, self-attested
Address Proof	1 copy, self-attested - (Driving License, Voter ID, Passport, Aadhar Card, Bank statement, etc. - <b>any one</b> )
Income Proof	1 copy, self-attested - (Latest salary slip, ITR, Form 16, 6-month bank Statement, etc. - <b>any one</b> )
Canceled Cheque	Cheque should have your name printed on it, if not please attach your latest Bank Statement

### Account Opening Fee

1. We charge Rs. 400 for offline account opening.
2. You can give a cheque in favor of “Zerodha Broking Limited” for the above-mentioned amount.
3. If we arrange a pickup of your application form, we will debit your account with a convenience fee of Rs. 100 after the account is opened.

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\*List of people authorized to attest documents (Notarize)

1. In case of **NRIs**, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.
2. In case of **joint accounts**, the first holder's correspondence address should be filled in the demat form. All communication for the joint demat account will only go to the first holder. The first holder's bank proof is to be submitted along with the documents mentioned in this article.