

Step by Step Procedure to open a Demat Account:-

- **Step One: Provide Basic Details**

For opening Demat Account visit the Branch in person along with the necessary self attested documents with original one for verification and fill up an Account Opening form at DP's branch. In the Account Opening Form, you will need to provide basic details like your name, phone number, email, address, etc. You will also need to add your PAN Card details

- **Step Two: Add Bank Details**

You need to add bank details like account number, account type, IFSC code, etc. Adding bank account is essential since it is used for crediting any amount payable to you, like dividend, interest, etc. by the issuer company whose shares you might hold in the Demat account. You may add any Bank's saving account for credit and for transaction and AMC charges, it is necessary to have Saving Bank Account with Cosmos Bank.

- **Step Three: Document upload**

Submit your photo, and the documents related to your proof of address and proof of identity to complete the next step.

- **Step Four: In-person verification**

All the above process is required in person presence of the investor. He/she has to present at branch while submitting the Account Opening Form. His/her documents and signature will be attested and verified by our Officer.

- **Step Five: Form Submission**

Once you have finished all the above steps, your form will be submitted and approved and your Demat account will be opened shortly. You will receive details of your account like Demat account number within the short span.

To open Demat account you will need to submit the below documents

Ordinary Individual	NRI Individual
PAN Card	PAN Card
Passport Size Photo	Passport Size Photo
Proof of Identity – Your PAN card will serve as the proof of identity	Proof of Identity – Your PAN card will serve as the proof of identity
Proof of address– Any of these valid documents can be submitted- Aadhar card, Voter ID, Passport, Driving License, and/ or utility bill (not more than 3 months old)	Proof of Address - Foreign Address Proof as well as Indian Address proof (OCI card, Driving License, Passport etc.
If Financial Bank is Other than Cosmos Bank then Bank's statement or copy of the account passbook as proof of having a bank account or Cancelled cheque	If Financial Bank is Other than Cosmos Bank then Bank's statement or copy of the account passbook as proof of having a bank account or Cancelled cheque
	Declaration form from the client that he/she has complied and will continue to comply with FEMA regulations.