

Trading and Demat Account Opening Form - Instructions

First, log onto 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. If your PAN is not verified or rejected, you should either send us an original/notarized* address proof 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, 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,b,c,d,e,f) - Don't forget to sign in all the boxes
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)
Power of Attorney Page1	F13 - (If second/third holders exist, sign on S3 and T3)
Power of Attorney Page2	F14 - (If second/third holders exist, sign on S4 and T4)
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.
AADHAAR Card	1 copy, self-attested OR complete your EKYC using our online application form
PAN Card	1 copy, self-attested
Address Proof	1 copy, self-attested - (Driving License, Voter ID, Passport, Aadhar Card, Bank statement, etc. - any one)
Income Proof	1 copy, self-attested - (Latest salary slip, ITR, Form 16, 6-month bank Statement, etc. - any one)
Canceled Cheque	Cheque should have your name printed on it, if not please attach your latest Bank Statement
Others	Client Master Report/DP Holding Statement of your previous DP if Available

Account Opening Fee

1. Go to <https://zerodha.com/pay> and transfer Rs. 300 for account opening.
2. Alternatively you can give a cheque in favor of “ZERODHA” 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. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. 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.