

Account opening Process

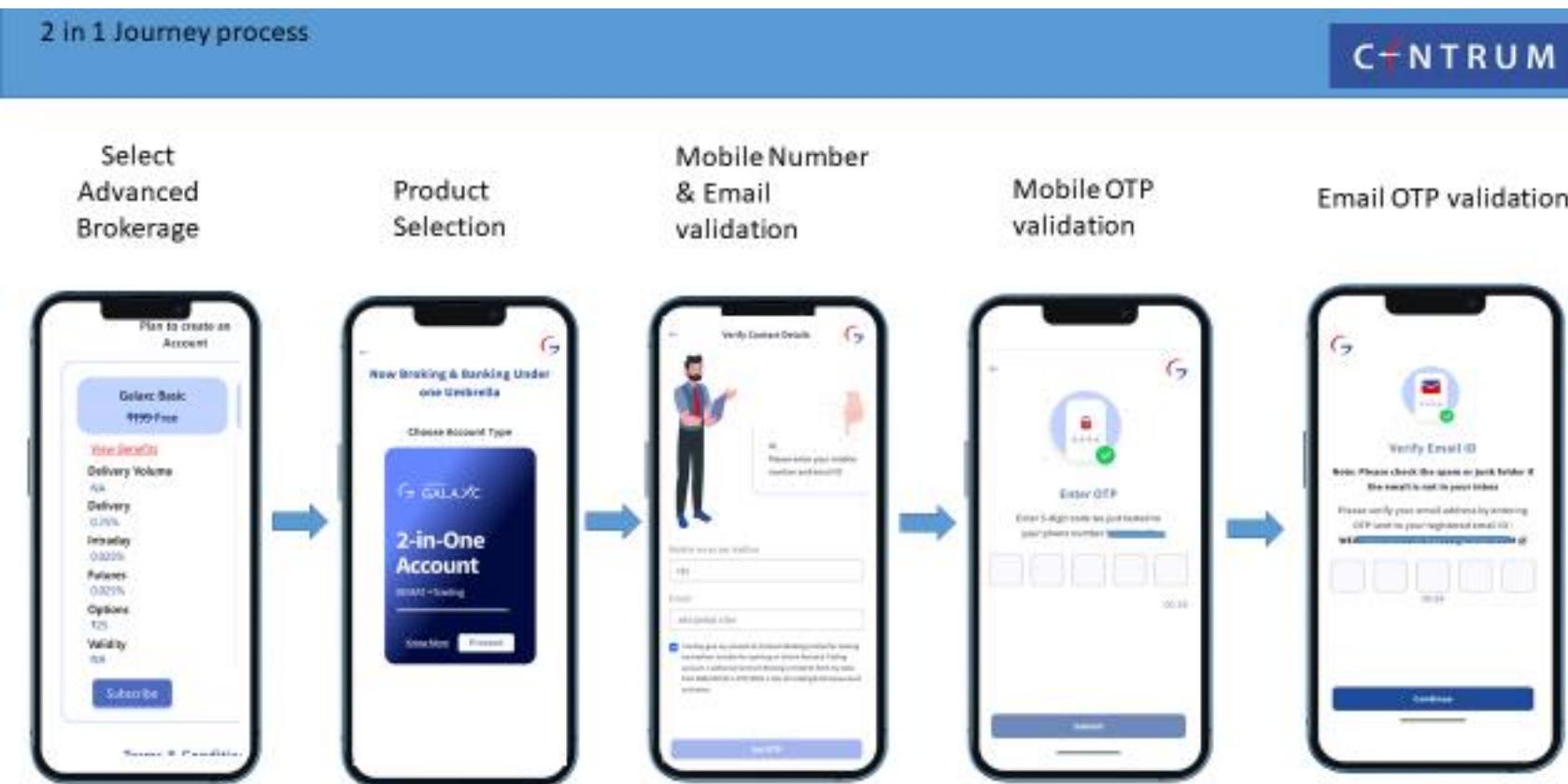
DIGITAL CUSTOMER ON-BOARDING PROCESS

Documents to be kept Handy :

- Colour image of PAN
- Signature of client –WET signature in a white paper sheet
- UID (AADHAAR) no for digital authentication.
- Financial Proof for opting derivatives segment.

HOW TO LOGIN

Click on mentioned link : - <https://launchpad.centrumgalaxc.com/>



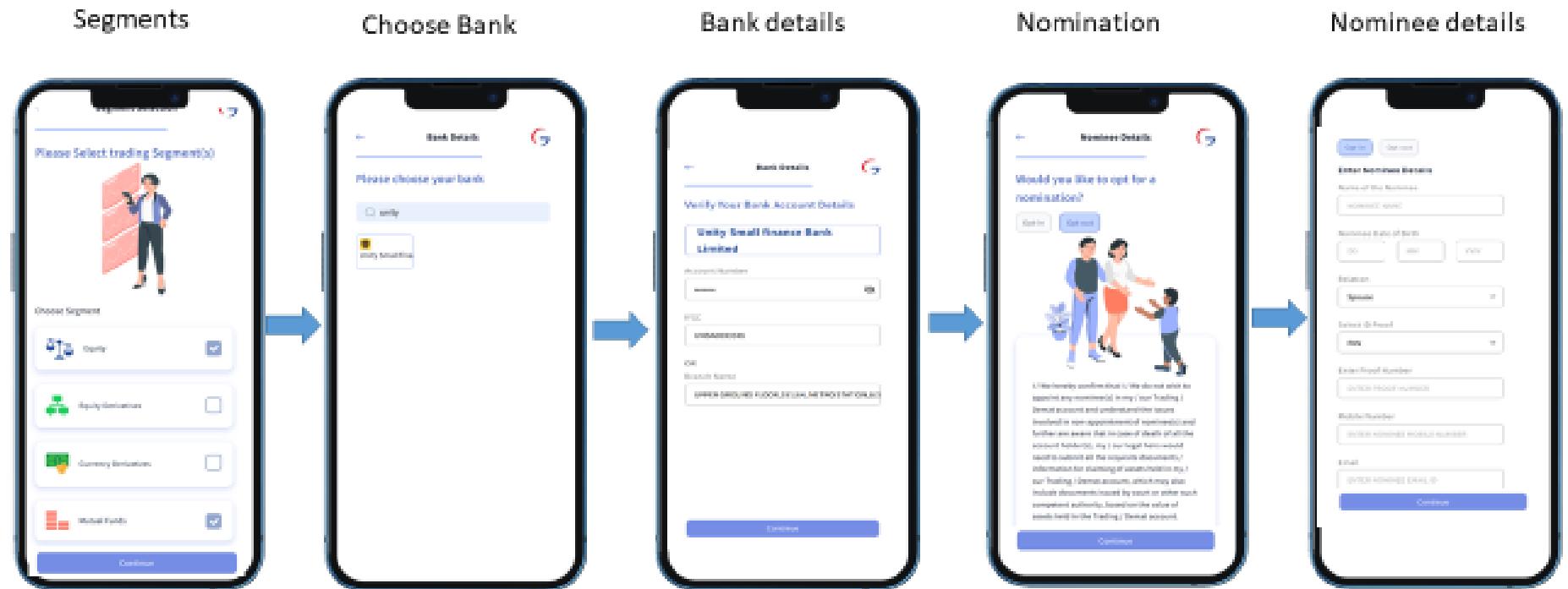
Enter Pan

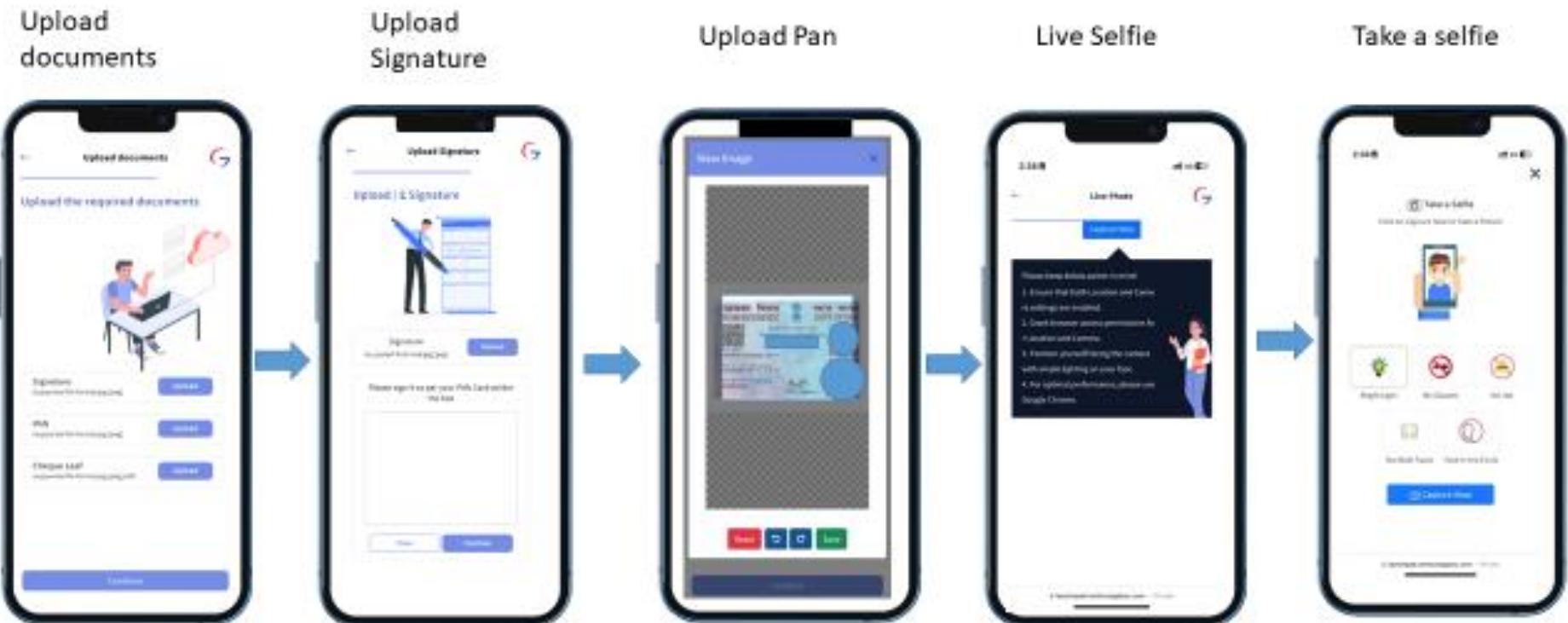
Auto Fill data

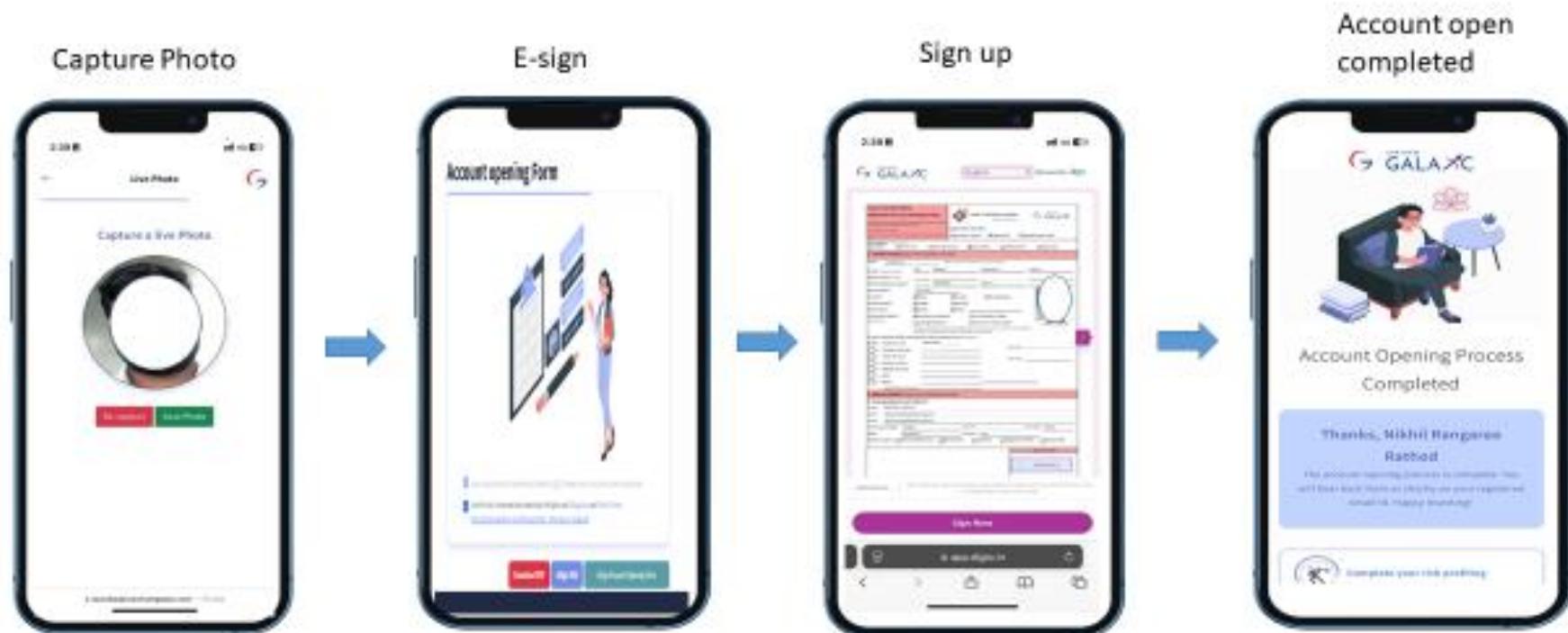
Profiling 1

Profiling 2

Profiling 3





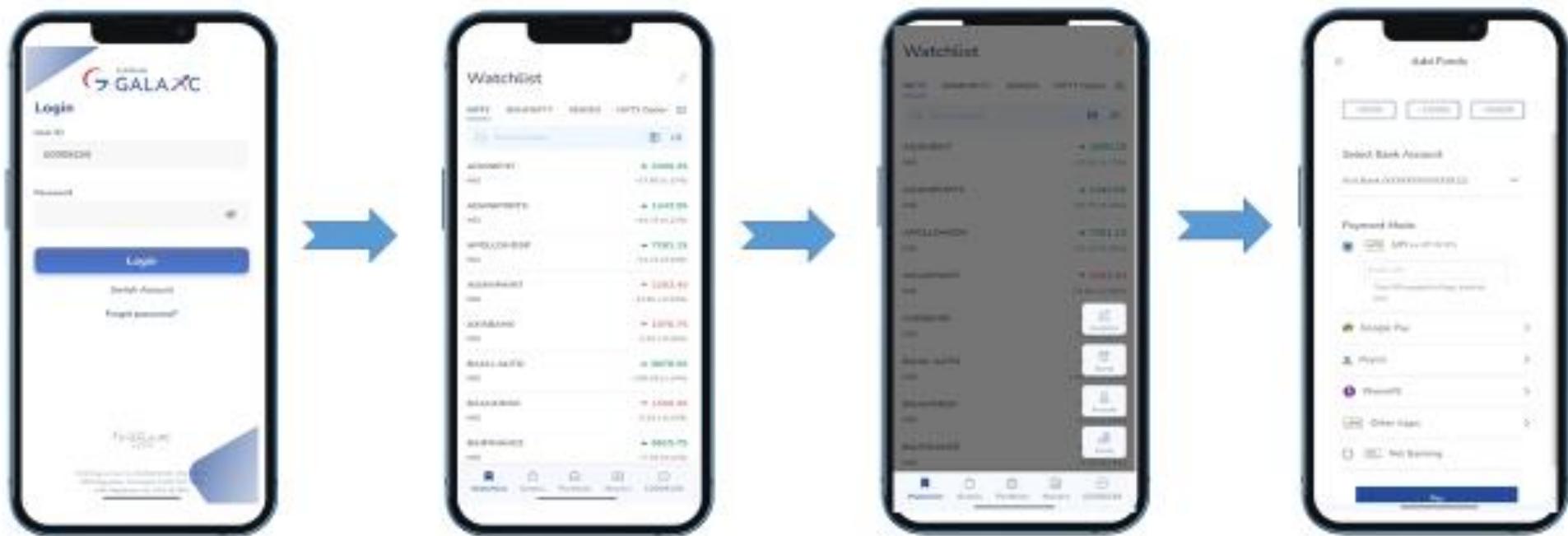


Log in

Watch list

Click Fund

Add Fund



Physical Account Opening Process

Demat & Trading Account

Step 1: Form Filling and Scrutiny at Branch

1. **Customer**
 - Fills in the physical account opening form and signs all required sections.
2. **Relationship Manager (RM) / Senior RM**
 - Checks application form and documents for completeness.
 - Conducts initial scrutiny to ensure all mandatory documents are attached and properly signed.
 - Sends the form and documents to the Head Office (HO) via secure mode.

Step 2: Initial Processing at Head Office (HO)

3. Records the application in the Account Opening MIS.
4. Conducts a detailed scrutiny of the documents and application form for compliance and accuracy.
5. Performs Maker entry in the KYC Execution (KYC EXE) system.
6. Performs Checker entry in the KYC EXE system (final verification).

Step 3: Depository & Exchange Activation

7. Generates account batch for CDSL and imports CDSL batch response into KYC EXE.
8. Generates account batch for NSE and imports NSE batch response into KYC EXE.
9. Generates account batch for BSE and imports BSE batch response into KYC EXE.
10. Posts DP details from KYC EXE to Trading & DP Execution systems.

Step 4: Internal Notifications

11. Sends account opening intimation to other teams (RMS, Settlement, DP, Client Accounts, Wealth Management).
12. Sends account opening intimation along with the Client Master List (CML) to the RM/SRM.

Step 5: Trading Code Creation & Credentials

13. Creates the client code in ODIN via batch upload.
14. Sends Login ID and Password to the client.

Step 6: Client Communication & Documentation

15. Publishes MIS to Business / Operations teams.
16. Sends a Welcome Letter to the client.
17. DP Team
18. Sends DP Welcome Letter, CML, and DIS Booklet to the client.

Step 7: Regulatory Updates

- 19. Enters client details in KRA Portal.
- 20. Enters client details in CKYC Portal.

Step 8: Record Maintenance

- 21. Scans the complete account opening booklet.
- 22. Sends the scanned copy to the client for records.