

Account opening Process

DIGITAL CUSTOMER ON-BOARDING PROCESS

Documents to be kept Handy :

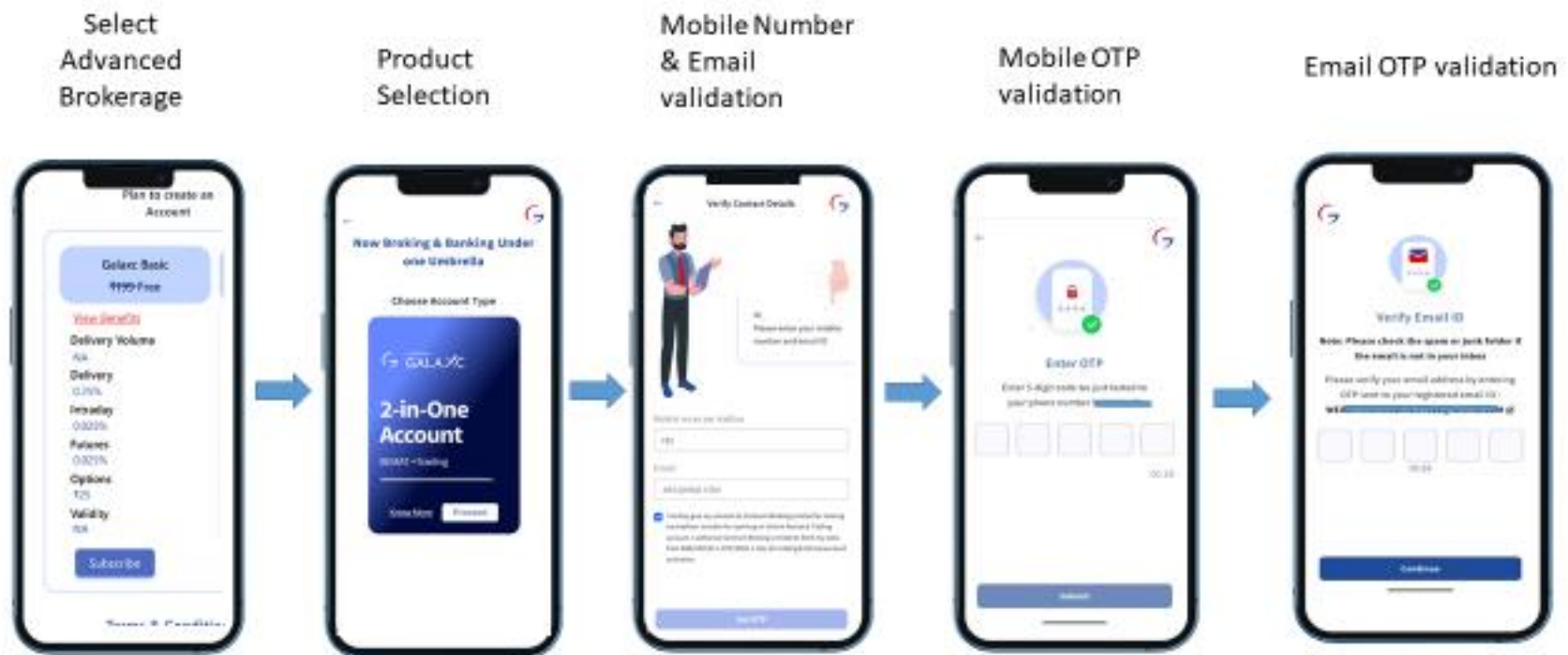
- Colour image of PAN
- Signature of client –WET signature in a white paper sheet
- UID (AADHAAR) no for digital authentication.
- Financial Proof for opting derivatives segment.

HOW TO LOGIN

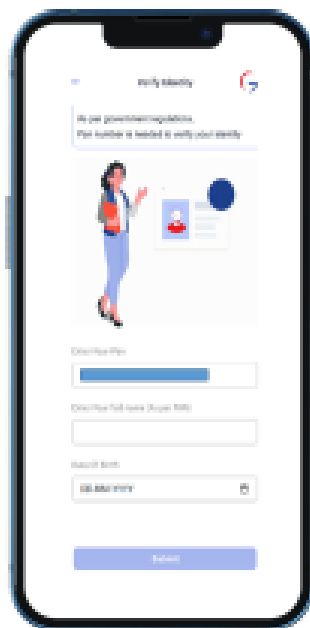
Click on mentioned link : - <https://launchpad.centrumgalaxc.com/>

2 in 1 Journey process

CENTRUM

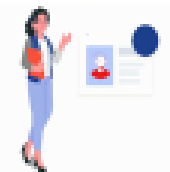


Enter Pan



Verify identity

As per government regulations, Pan number is linked to verify your identity.

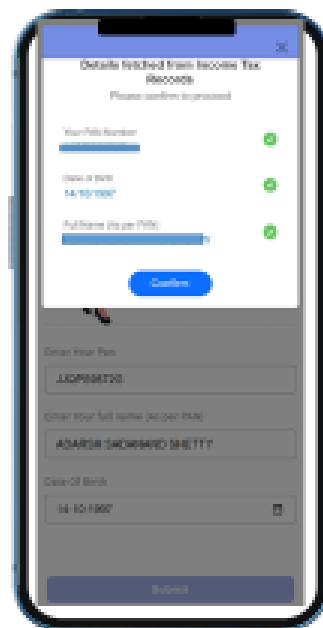


Describe Pan

Describe full name (As per PAN)

Search from

Auto Fill data



Details fetched from Income Tax Records

Please confirm to proceed

Your Pan Number ☒

Date of Birth ☒

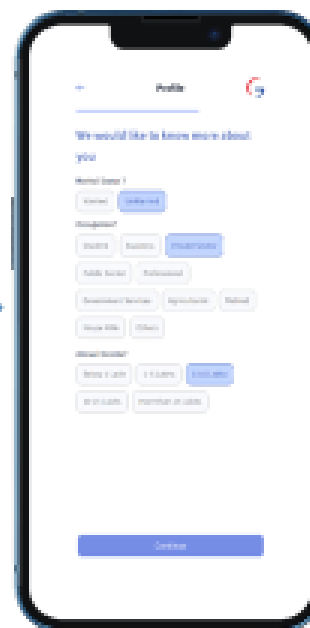
Full Name (As per PAN) ☒

Confirm Your Pan

Confirm Your full name (As per PAN)

Date Of Birth

Profiling 1



Profile

We would like to know more about you

Marital Status ?

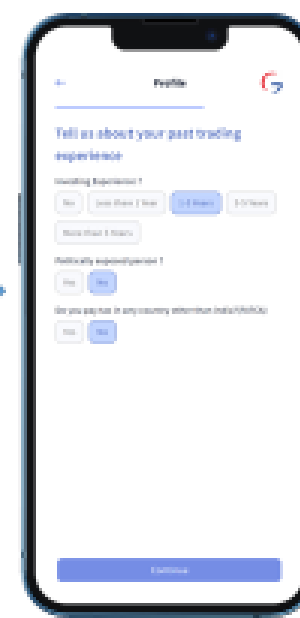
Occupation

Public Service ?

Other Role ?

Annual Income?

Profiling 2



Profile

Tell us about your past trading experience

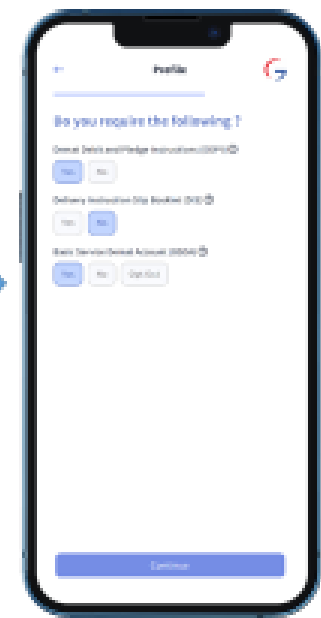
Trading Experience ?

More than 10 Years

Nationally experienced ?

Do you say that it is necessary attention individual?

Profiling 3



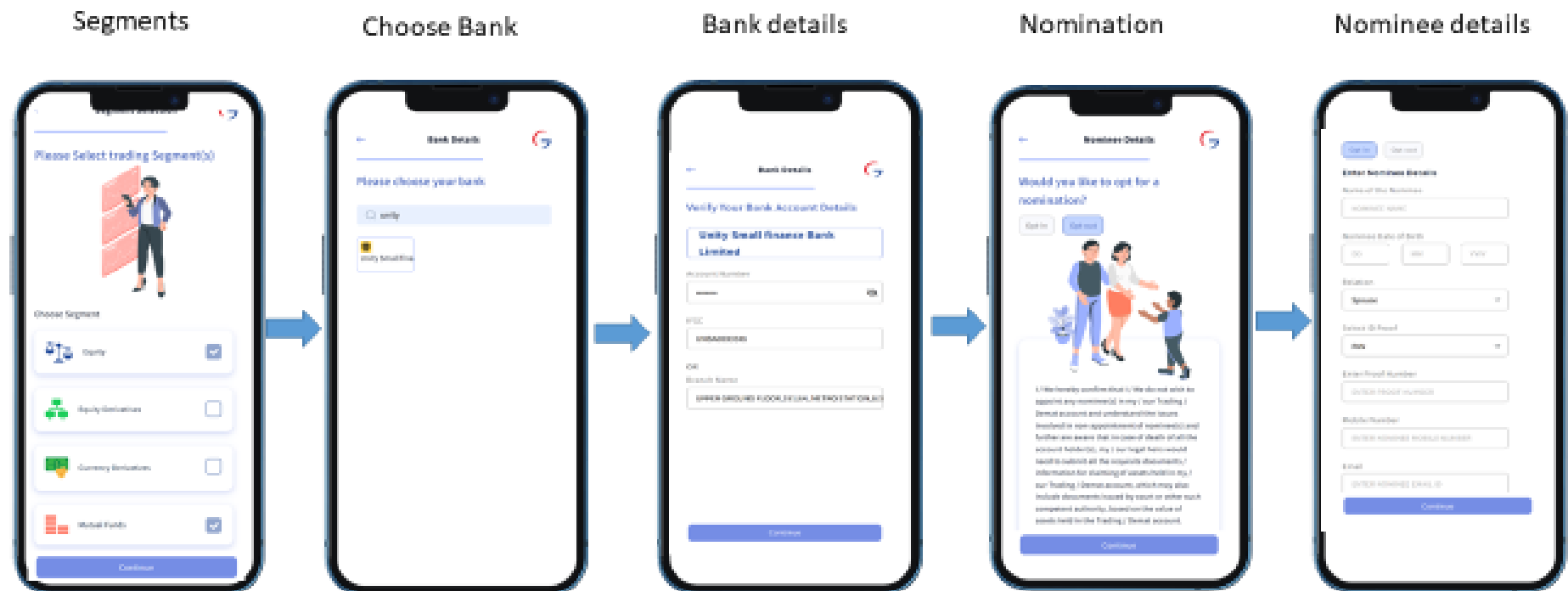
Profile

Do you require the following ?

Direct Debit and Pledge Instructions (DDP/POD)

Delivery Instruction Slip Booklet (DIS)

Bank Service/Debit Account (BSA)



Upload documents



Upload Signature



Upload Pan



Live Selfie



Take a selfie



Capture Photo



E-sign



Sign up



Account open completed



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.