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**PROCEDURE FOR DEMAT ACCOUNT OPENING.**

STEP 1- INPERSON VERIFICATION

STEP 2- PAN/AADHARLINK –incometax.gov.in (link aadhar status)

STEP 3- incometax.gov.in (Verification pan nameas per income tax)

STEP 4-CKYC- http://www.ckycindia.in/ckyc/index.php

STEP 5- CVL KRA- www.cvlkra.com

STEP 6- BACK OFFICE- Account Opening Entry – (maker / checker)

SEEP 7- IBEATS EXE KYC – PROCESS – GENRATE UPLOAD FILE

       _ EXCHANGE & DP

       _ LOAD

       _ OPERATE ID DP NAME

       _ PROCESS

STEP 8-F( BIZ – IBEATS KYC - CDSL- DP PROGRAM – CLICK CURRENT FOLDER –COPY ZIP FILE &PASTE TO CURRENT CDSL FOLDER

STEEP 9- CDSL LOGIN

  HOME- NEW MODULE – BOUPLOAD –FILE LEVEL TO DO UPLOAD

STEEP 10-REPORT ID- 8/ ALL-DW& VIEW DP59 COPY & PASTE CURRENT FOLDER

STEEP 11- IBEATS EXE-KYC – IMPORT – RESPONSE –CDSL- SELECT REPONSE FILE- IMPORT – PROCESS

STEEP 12-CDSL- REPORT ID -8/DPS9 –SETUP BO ID DW & VIEW THEN COPY & PASTE CURRENT

FOLDER

STEEP 13- LOGIN DP-

  IMPORT –DP MASTER FILE –DPS8 (318 351 319 320)

STEEP 14- LOGIN ADMIN DP-

 A- CDSL MASTER – DP CHARGES – ASSIGN AMC CODE

 B- MASTER – USER MANAGEMENT –USER MEMBERSHIP

STEEP 15- SENDING WELCOME KIT & CML COPY TO CLIENT