

### **Check list for opening Demat account**

- 1) Name as per PAN or IT WEBSITE and as mentioned in form should match exactly.
- 2) If correspondence and permanent address as mentioned in form is different, then proof for both addresses need to be submitted.
- 3) All copies of documents should be in A4 size paper and self certified.
- 4) All proofs should be clear and legible.
- 5) Passport size photo/s to be affixed in KYC form and signature/s to be appended below the photo.
- 6) In case of CDSL, Passport size photo/s to be affixed in account opening form and signature/s need to be done across the photograph.
- 7) Copy of passbook or CTC cheque to be attached, for dividend and charge details.
- 8) Local / correspondence/ foreign address of all account holders should be submitted.
- 9) Nominee's signature across photograph with any photo ID proof. Witness's address and signature is compulsory.
- 10) In case of Joint Demat A/c, then the SB a/c should also be in Joint name and in the same order.
- 11) If Aadhar card is submitted, then permanent address should be the same as detailed in Aadhar card.
- 12) Account opening form and KYC form should be filled in all respects.
- 13) Any alteration in KYC form and account opening form should be signed by all the Account holders.
- 14) All the forms should preferably be filled in "BLACK INK".
- 15) **ALL THE BRANCHES OF BANK OF INDIA ARE AUTHORISED TO ACCEPT DEMAT ACCOUNT OPENING FORMS.**