***INSTRUCTIONS TO FILL UP THE FORMS:-***

*The Demat Account Opening form includes the KYC page, Main A/c opening form (Annexure 2.1), Annexure 2.5, Fee Schedule, Rights and Obligations and FATCA has been attached*

1. Please fill the entire form in black ink. Paste Client's photo on the KYC page and **client's sign across photo** in black ink. KYC Individual Page has to be filled according to number of holders in the account- per holder one page.

2. The account should be opened strictly in name as appears on the Pan card.

3. Annexure 2.1- has to be signed on Page 4 by the account holder and each of the earlier 3 pages should have an initial on them.

4. If you wish to appoint a nominee it will require 1 witnesses on Page 4. Also if nominee is minor, guardian details should be filled in. **PAN number of nominee should be mentioned in the allotted space**

5**.** Fee Schedule should be signed by all holders and debit account number should be mentioned.

6. Documents to be self-attested and verified in original by the branch where form is being submitted.

7. **In person verification** should be done by the branch officer on the **KYC page** with necessary details and same should be certified by Branch Official with his name, seal and Index No. Documents required (also mentioned in KYC guidelines Page) are as follows:

**(a) PAN card copy; (b) Address Proof (**List of acceptable proof provided on KYC page with duly attested by Branch Official as original verified with his seal and Index No.); (c) **Copy of cancelled cheque.**

Address proof should be complete in all aspects including PIN CODE as per address mentioned in KYC form. If Passbook first page is provided as address proof, 2 months latest statement should be attached with it and self-attested by the client  
8. The Rights and Obligations Annexure to be signed on the last page with the word Received by all the clients. An acknowledged copy of the same will be provided in the Welcome Kit.

9. FATCA Form to be filled and signed by the client.

10. Please note that **CKYC** has been made mandatory by CDSL for all accounts. Before sending forms to our office, please **update CKYC of all account holders** in their savings account and **attach verified printout of CKYC page of all account holders**.

The account opening form ( Annexure 2.1), KYC page bearing client photo, Rights and Obligation Annexure and KYC documents are to be sent to following address via registered Post-  
   
**Capital market Services Branch,**

**Central Bank Of India  
Ground Floor, Central Bank Building,  
M G Road,  
Fort, Mumbai - 400 001.**