

### Step-by-step procedures for opening an account

The process for opening an account at Avendus Wealth Management Private Limited ("AWMPL", "Company") is as mentioned below:

- Physical
- Digital/Phygital

The steps to get your account set up are as follows:

# **Physical:**

### Step 1:

- a. AWMPL's relationship managers (RM) will approach you to open a trading account with Company.
- b. Once you confirm your interest, AWMPL will provide you with an account opening form via email or physical hardcopy.

### Step 2:

- a. You need to fill in all the necessary fields in account opening form. Please ensure to sign the form wherever applicable.
- b. After completing the form, you must submit it to AWMPL along with all the required supporting documents as per the checklist.

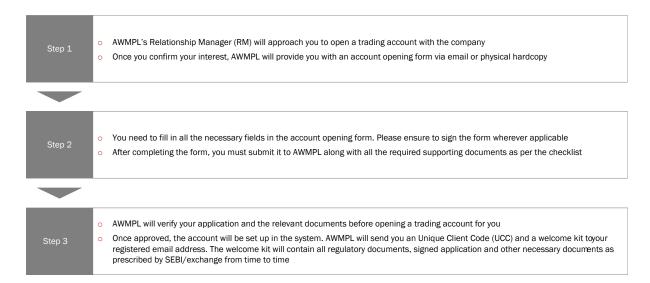
## Step 3:

- a. AWMPL will verify your application and the relevant documents before opening a trading account for you.
- b. Once approved, Account will be set up in system. AWMPL will send you an Unique client code (UCC) and a welcome kit to your registered email address. The welcome kit will contain all regulatory documents, signed application, and other necessary documents as prescribed by SEBI/exchange from time to time.

Please note that this process is conducted offline, and AWMPL will guide you through each step to ensure a smooth account opening experience.



#### **Process Flow Chart**



# Digital/Phygital

#### Step 1:

- a. AWMPL's relationship managers (RM) will approach you to open a trading account with Company.
- b. Once you confirm your interest, you are required to give consent on email to download KYC details/documents from KRA.
- c. AWMPL will initiate the journey with PAN and Date of Birth of the client.

# Step 2:

- a. AWMPL to fetch details from KRA. System will do PAN verification, AWMPL to capture additional data as per the supporting documents.
- b. AWMPL to generate account opening form and send link to client.

# Step 3:

- a. Client is required to do filled form checking, VIPV, Mobile and Email ID verification.
- b. Post checking of filled form by client, client is required to E-sign form and send back to AWMPL.

or

a. AWMPL/Client to take print of account opening form along with supporting documents and affix a wet signature/photograph (in case of individual client) and send back to AWMPL.



# Step 4:

- a. Post receipt of signed form, AWMPL will verify your application and the relevant documents before opening a trading account for you.
- b. Once approved, Account will be set up in system. AWMPL will send you an Unique client code (UCC) and a welcome kit to your registered email address. The welcome kit will contain all regulatory documents, signed application, and other necessary documents as prescribed by SEBI/exchange from time to time.

## **Process Flow Chart**

- AWMPL's Relationship Manager (RM) will approach you to open a trading account with the company
- Once you confirm your interest, you are required to give consent via email to download KYC details/documents from KRA
- AWMPL will initiate the journey with the PAN and date of birth of the client

- AWMPL to fetch details from KRA. System will do the PAN verification, AWMPL to capture additional data as per the supporting documents
- AWMPL to generate and send link to the client

- Client is required to do filled form checking, VIPV, mobile and email id verification
- Post checking of filled form by client, client is required to esign the form and send it back to AWMPL

Or

AWMPL/client to take a print of the account opening form along with supporting documents and affix a wet signature/ photograph (in case of individual client) and send it back to AWMPL

- Post receipt of signed form, AWMPL will verify your application and the relevant documents before opening a trading account for you
- Once approved, account will be set up in the system. AWMPL will send you a Unique Client Code (UCC) and a welcome kit to your registered email address. The welcome kit will contain all regulatory documents, signed application and other necessary documents as prescribed by SEBI/exchange from time to time