

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

The process for opening an account at Spark Institutional Equities Private Limited (“Spark”) is done offline. The steps to get your account set up are as follows:

### Step 1:

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

### Step 2:

- a. You need to print out the account opening form and fill in all the necessary fields. Please ensure to sign the form wherever applicable.
- b. After completing the form, you must submit it to Spark along with all the required documents, (such as identity proof, address proof etc.).

### Step 3:

- a. Spark will verify your application and the relevant documents before opening a trading account for you.
- b. Once approved, Spark will send you an account number (UCC) and a welcome kit to your registered email address. The welcome kit will contain important documents, including the Rights & Obligation document, policies, signed application, and other necessary documents as prescribed by SEBI/exchange.

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

### Process Flowchart

