



CAREGROWTH BROKING PVT. LTD.

# Step-by-step guide for new account opening by e-KYC through your mobile



# Roadmap of e-KYC

Steps mentioned below should be followed by the RM from collecting the documents from client and submitting the application to the CBPL HO

Send a whatsapp message to the client asking them to send required documents

Fill in the required fields with the help of documents received

After submitting the application, wait for CBPL HO to approve it

After approval by HO, ask the client for an e-sign through aadhaar based OTP and you are ready to go

## Follow six easy steps

### Step 1

Download the application and login

### Step 2

Open the application and initiate KYC

### Step 3

Process through aadhaar card (Digi Locker)

or

Process through KRA

### Step 4

Fill in the personal details

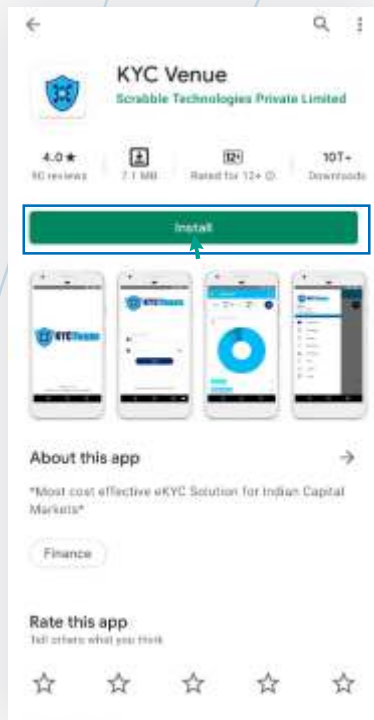
### Step 5

Fill in the trading, bank and other details

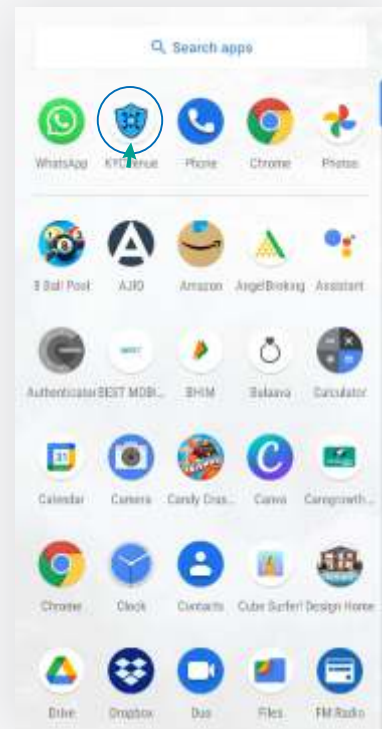
### Step 6

NSDL Authorization

## Step 1 : Download the application and login



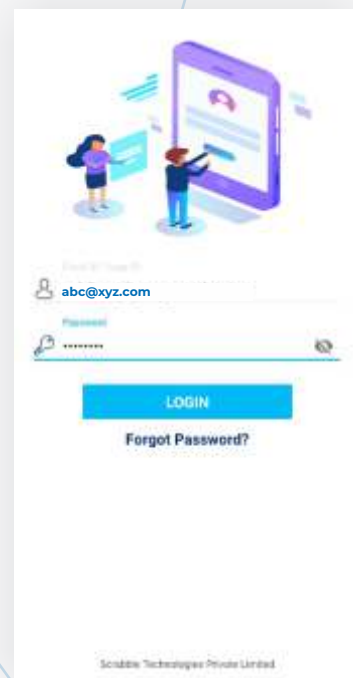
Download the 'KYC VENUE' application from play store from your android mobile



Open the 'KYC VENUE' application once it gets installed on your mobile

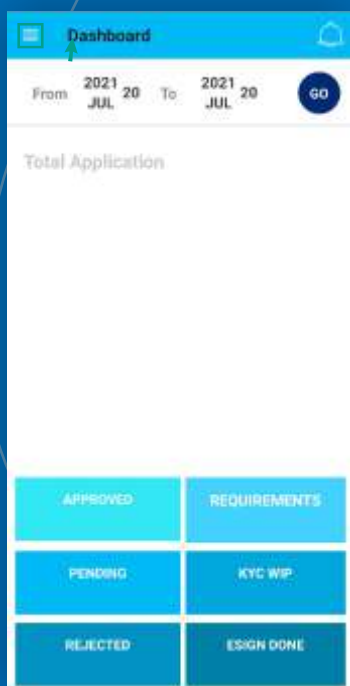


Open the application and select the option RM Login to proceed further

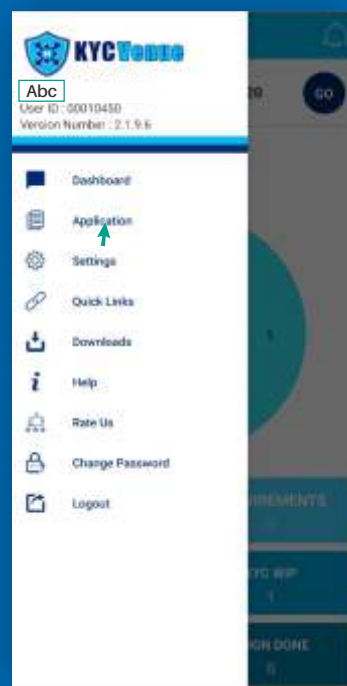


Write down the email address and password provided by the HO to the respective branch and proceed further

## Step 2 : Open the application and initiate KYC



Click on menu to find application option



Select the option 'Application' from the menu bar to proceed further



Select the plus sign on the right bottom corner to add a new application. This will also show the pending application if any or already done applications

PAN Details

Please select any of the segment

Stock Broker  Mutual Fund

PAN  
Cqasn2011

DOB  
8/9/1987

SUBMIT

Once you click on plus sign, it will ask for PAN details and Date of Birth of the client to proceed further

PAN Details

PAN NAME

Abc

CANCEL OK

Cqasn2011

DOB  
8/9/1987

SUBMIT

After inputting PAN details, need to verify the PAN Name with the PAN Number provided

Application Form

PAN Cqasn2011 DOB 8/9/1987

Cqasn2011

Stock Broker

Alert

Please submit the PAN image.

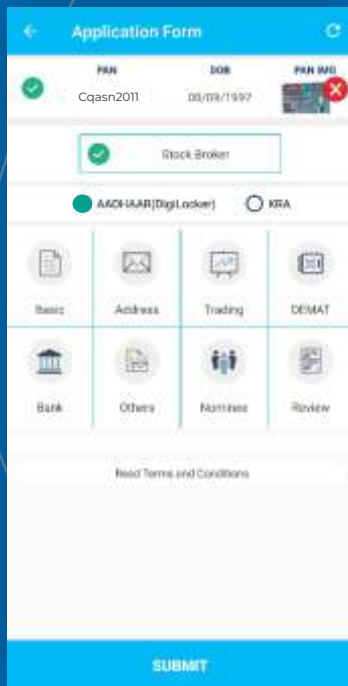
OK

Read Terms and Conditions

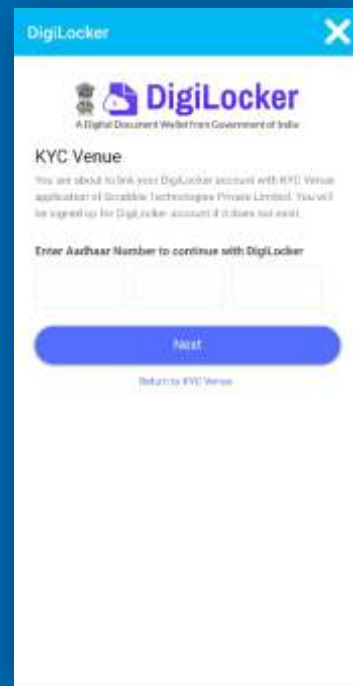
SUBMIT

After verifying PAN details, upload the image of PAN card

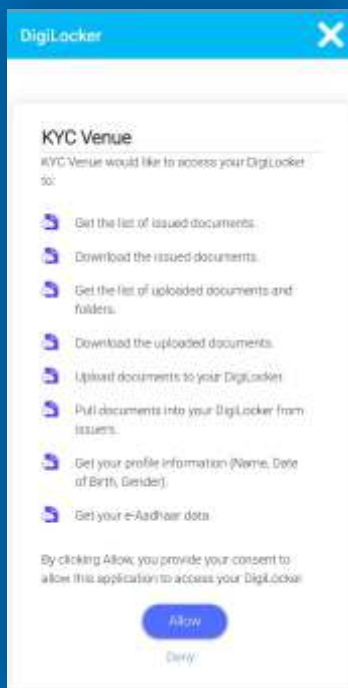
## Step 3 : Process through Aadhaar Card (Digi Locker)



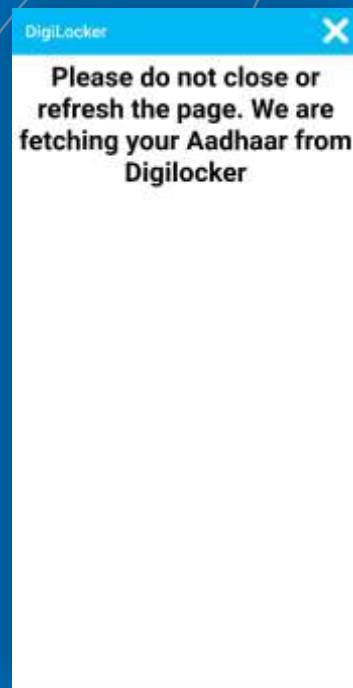
Select the option from which you wish to proceed further. The clients whose AADHAR is linked with DIGILOCKER can opt for this option



Enter the AADHAR number of the client and select next to avail the OTP Authentication on the mobile number linked with the AADHAR



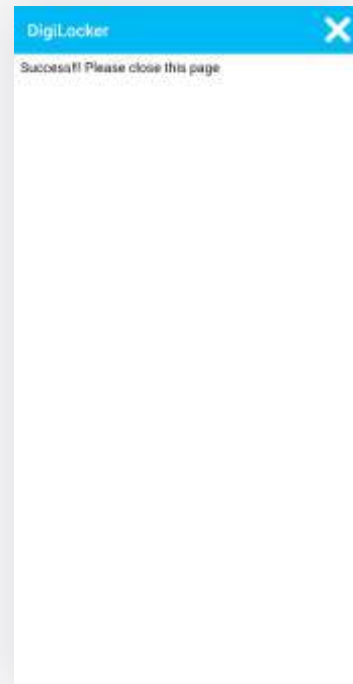
Read the instructions mentioned and select the option ALLOW to proceed further



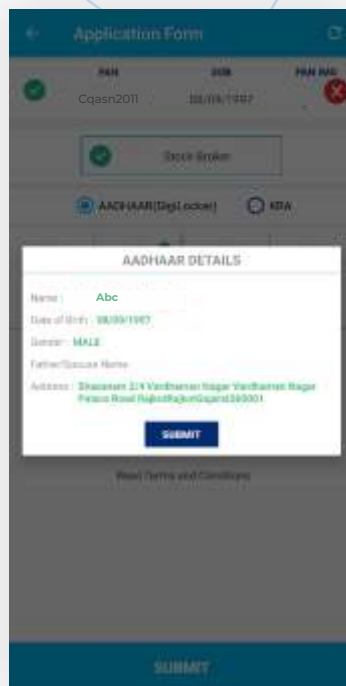
The process of fetching the details of AADHAR from DigiLocker will begin. Do not close or press anything until the process is over



Enter the unique OTP generated which will be sent on AADHAR linked mobile number and select continue to proceed further



The fetching of AADHAR details from the Digi Locker will be finished successfully.



Then re-check the details which have been fetched through Digi Locker and select the option Submit to proceed further



## Step 3 : Process through KRA (Optional)

The screenshot shows the 'Application Form' screen. At the top, there are fields for PAN (Cqasn2011), DOB (08/09/1997), and PAN IMG. Below these, there is a 'Stock Broker' field with a green checkmark. Underneath, there are two radio button options: 'AADHAAR (DigiLocker)' and 'KRA'. The 'KRA' option is selected. Below the radio buttons, there is a grid of icons for 'Basic', 'Address', 'Trading', 'DEMAT', 'Bank', 'Others', 'Nominee', and 'Review'. At the bottom, there is a 'SUBMIT' button.

Instead of Aadhaar option you can opt for KRA option, for that you need to click on KRA

The screenshot shows the 'Terms and Condition' screen. It features the 'KYC' logo and a paragraph of text explaining the consent given by the user. At the bottom, there is a checkbox labeled 'I Agree to Terms & Conditions.' and a 'SUBMIT' button.

Once you click on KRA, Terms and Condition will appear you need to click agree on that to proceed further

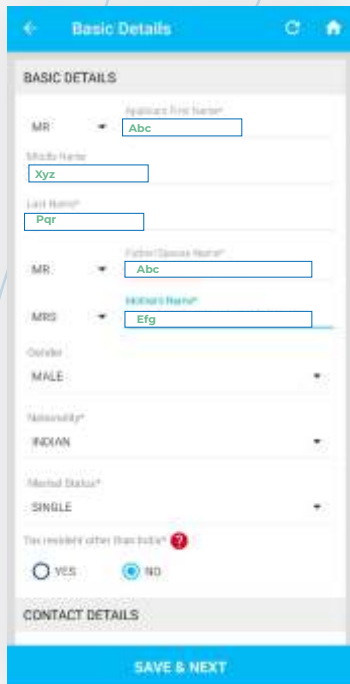
The screenshot shows the 'Application Form' screen with an 'Alert' message box overlaid. The alert message says 'Data fetched successfully!' and has a 'OK' button. The background shows the same 'Application Form' screen as in the previous screenshot, with the 'KRA' option selected.

Once you agree the Terms & Condition your data will be fetched from source

The screenshot shows the 'Address Details' screen. It has a dropdown for 'Country' set to 'INDIA'. Below that, there are input fields for 'Pin Code' (120068), 'State' (mno), and 'City' (hij). There is a 'SEARCH' button next to the Pin Code field. Below these fields, there is a section for 'CORRESPONDENCE ADDRESS' with a radio button for 'Is Correspondence address same as Permanent address?' set to 'Yes'. There is a 'Capture Document(s)' section with a 'Permanent Address Proof' document type selected. At the bottom, there is a 'SAVE' button.

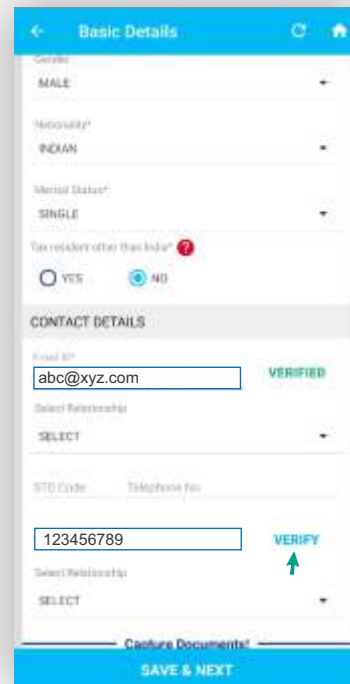
After that you will redirect to step 4 but as you have opted KRA option you need to submit your Aadhaar Card while filling your account details

## Step 4 : Fill in the personal details



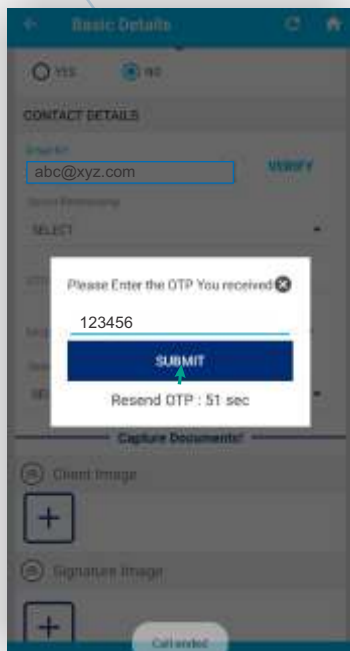
The screenshot shows the 'Basic Details' form with the following fields filled: 'Applicant First Name' (Abc), 'Middle Name' (Xyz), 'Last Name' (Pqr), 'Father's Name' (Abc), and 'Mother's Name' (Efg). The gender is set to 'MALE', nationality to 'INDIAN', and marital status to 'SINGLE'. A 'Verify' button is visible at the bottom right of the form.

Fill all the basic details of the client and scroll down



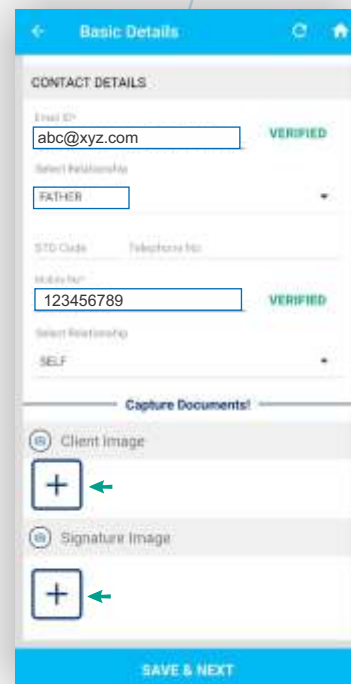
The screenshot shows the 'CONTACT DETAILS' section of the form. The 'Email ID' field contains 'abc@xyz.com' and is marked as 'VERIFIED'. The 'Mobile No.' field contains '123456789' and is also marked as 'VERIFIED'. A 'VERIFY' button with an upward arrow is located to the right of the mobile number field.

Fill in the email-id and mobile number of the client which has to be registered with CBPL and press verify to generate unique OTP



The screenshot shows an OTP verification dialog box. It contains the text 'Please Enter the OTP You received' and a text input field with the value '123456'. Below the input field is a 'SUBMIT' button. At the bottom of the dialog, it says 'Resend OTP : 51 sec'.

Input the unique OTP generated on the mobile number and email id of the client and press submit



The screenshot shows the 'CONTACT DETAILS' section with the email and mobile number verified. Below this, there are two sections for document uploads: 'Client Image' and 'Signature Image'. Each section has a plus sign icon and a left-pointing arrow, indicating where to click to upload a photo.

After verification, click a photo of the client with a white background and also click a photo of client's signature on a blank paper and upload the same

Save the basic details of the client and scroll down to proceed further

Input the address details of the client and scroll down to proceed further

The permanent address proof will be automatically uploaded through Digi Locker. Select the option save to proceed further

## Step 5 : Fill in the trading, bank and other details

Trading Details

Branch\*

Branch ID

STU

Select Segments\*

Equity Cash  Equity Derivative

Commodity  Currency

Mutual Fund

Equity Cash Delivery

Select Brokerage Slab

PERCENTAGE(%)

Value

0.05 OK

Equity Cash Intraday

Select Brokerage Slab

SELECT

Value

0.02 OK

Select Funding Account Authorization

ONCE IN A QUARTER

SAVE & NEXT

Fill in the trading details of the client and also select the segments and brokerage slab. For equity cash intraday select the total brokerage on both sides and input it in a single column. For example if one side buy is 0.02 paisa and the other side sell is 0.03 paisa then input it as 0.05 paisa in the column

Trading Details

Branch ID

SAME SHARED

Select Segments\*

Equity Cash  Equity Derivative

Commodity  Currency

Mutual Fund

Equity Cash Delivery

Equity Cash Intraday

Select Funding Account Authorization

ONCE IN A QUARTER

Years of experience in Trading\*

2

Contract Note Delivery\*

ECN  Physical

Trading Type\*

Online  Offline  Both

Mobile Trading\*

YES  NO

SAVE & NEXT

Fill the remaining trading details

DEMAT

DOB

DOB Required\*

YES  NO

Want to receive ESE Quotation\*

YES  NO

ESEGA\*

YES  NO

ESGA\*

YES  NO

Account Opening Behavior\*

SCHEME J

View: View All

Statement Frequency\*

MONTHLY

Capture Documents!

POA Proof Image

+

SAVE & NEXT

Upload the POA image which has been received by CBPL HO

DEMAT

DOB

DOB Required\*

YES  NO

Want to receive ESE Quotation\*

YES  NO

All DP Plans

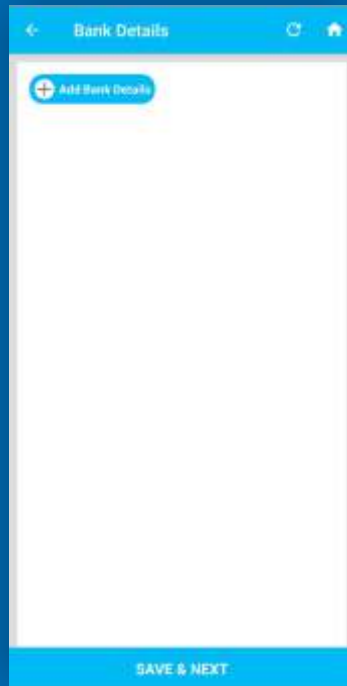
SCHEME J

SCHEME I

+

SAVE & NEXT

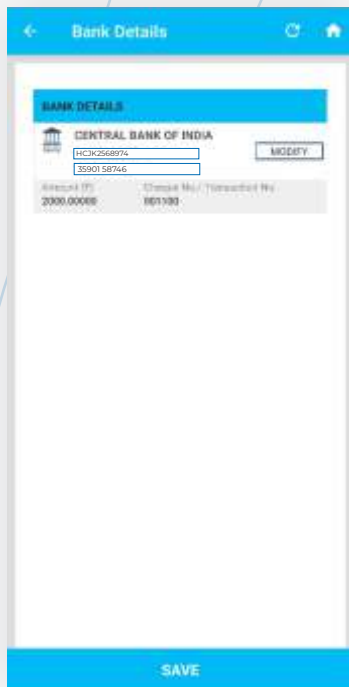
You can choose account opening scheme from given DP plans



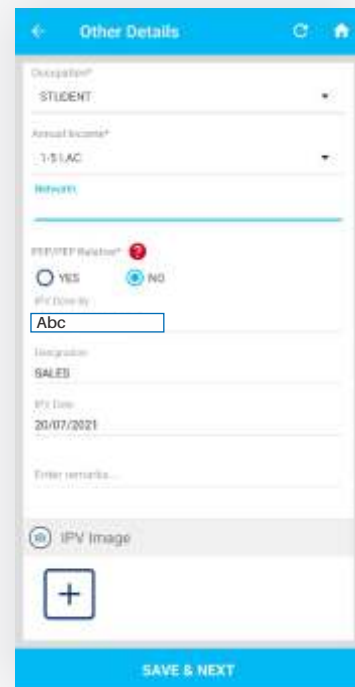
Click on add bank details to fill the details

Then fill in the equity bank details of the client and select option yes for margin cheque to input the account opening cheque

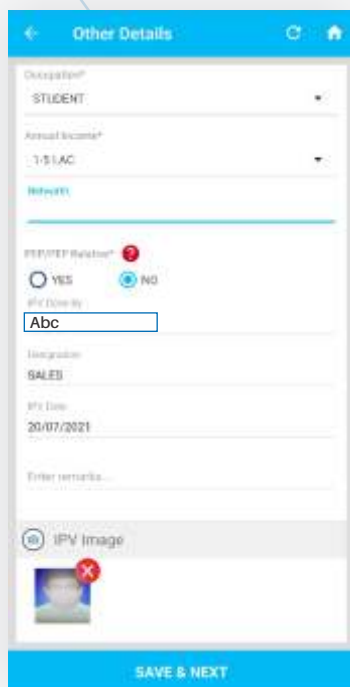
Enter the cheque amount as per the demat scheme and upload the image of bank proof and proceed further



The details filled of the bank account will be shown. A penny drop of Rs 1-/- will be credited into the client's account to verify the same



Input the other basic details of the client and proceed further.



After all details are filled in, the RM should click a photo of the client and upload it on the application. Press the button save & next



After approval from head office, you need to click on eSIGN pending and process the eSIGN

## Step 6 : NSDL Authorization



Read the Terms & Condition and click ok to proceed further

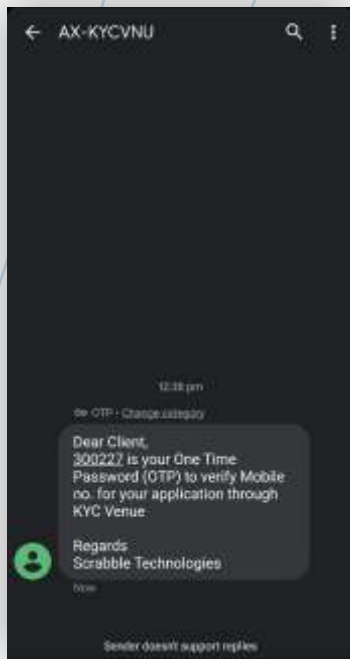


Enter the Aadhaar number and tick the check box and generate OTP



You will be notified through OTP, which will be sent to your registered mobile number of your Aadhar card

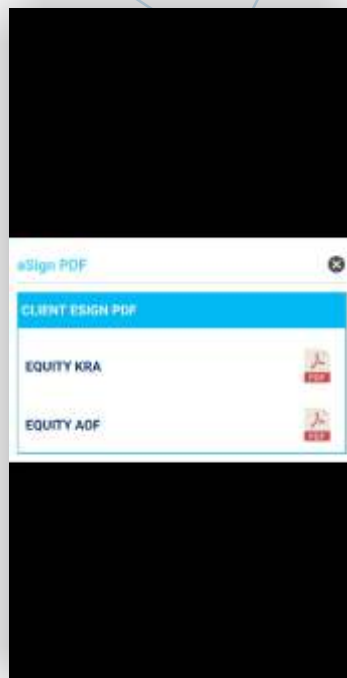




You will get the OTP in your registered mobile number's inbox



Once you will enter the OTP and submit, eAuthentication of your account will be done



Once your account gets registered, you will get copy a of equity KRA and equity AOF





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**For further information  
contact your branch**

