

# Account Opening Flow at Sharekhan – Physical and Non-Individual Account Opening

This document contains the step-by-step procedure to open a Sharekhan account via the Physical mode. The same steps can be followed to open a Non-Individual Sharekhan Account. It also contains a flowchart of the account opening process.

1. The Sharekhan Sales Executive meets with the potential customer and conducts the In-Person Verification (IPV).
2. The Sales Executive gets the KYC filled up by the potential customer.
3. The Sales Executive next collects the supporting documents and verifies them against the originals. Let's now have a look at the various types of accounts and a detailed look at the Proofs that need to be submitted to open a Sharekhan account:

Type of Account	Detailed List of Required Proofs
Individual Account via Physical Mode	<a href="#">Click to View List</a>

Non-Individual Accounts	
HUF Account	<a href="#">Click to View List</a>
Corporate Account	<a href="#">Click to View List</a>
Trust Account	<a href="#">Click to View List</a>
LLP Firm Account	<a href="#">Click to View List</a>
Partnership Account	<a href="#">Click to View List</a>

4. The Sharekhan Sales Executive goes ahead and submits the KYC to the local Sharekhan branch.
5. The local branch verifies the potential customer's KYC documents.
6. Next, the local branch punches the potential's basic data into the Sharekhan systems.
7. The KYC details are sent to the Sharekhan Head Office (HO).
8. The HO verifies the KYC and rejects/processes.
9. If the KYC is found to be valid, the backend team does data entry into the system and the Sharekhan account is opened.
10. Lastly, the Account Opening Kit is sent to the customer's address.

## Account Opening Flowchart – Physical and Non-Individual Accounts

