

Manual (Process) e-KYC - Account Opening

Click on Link - <https://www.lalkarsecurities.com/>

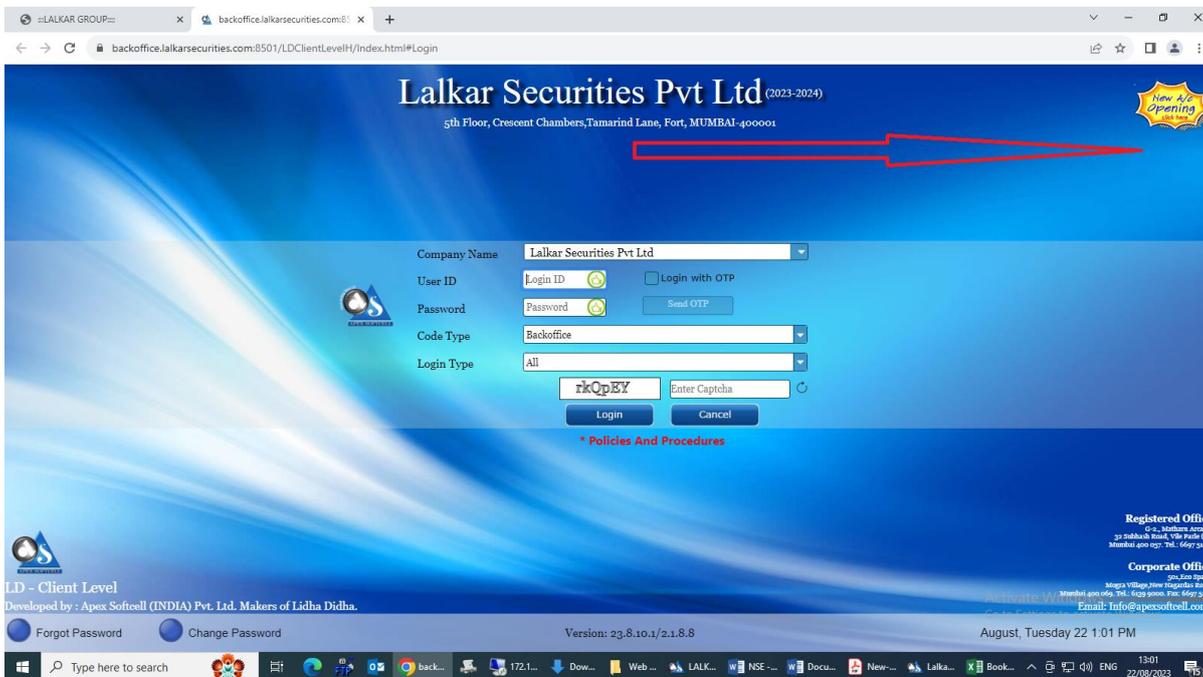
Step 1 → Click on Back office

The screenshot shows the Lalkar Group website homepage. The 'Back Office' menu item is highlighted in the top navigation bar. The page features a header with the Lalkar Group logo and tagline 'CREATE | SECURE | GROW'. Below the header, there are sections for 'OUR SERVICES' (Equities, IPOs, Mutual Fund), 'Track your Mutual Funds Portfolio', and 'Check Your KYC Status'. A 'TODAY'S MARKET' section displays a line chart for SENSEX and a table of top picks. The footer contains various links and contact information.

Step 2 → Click on Back office

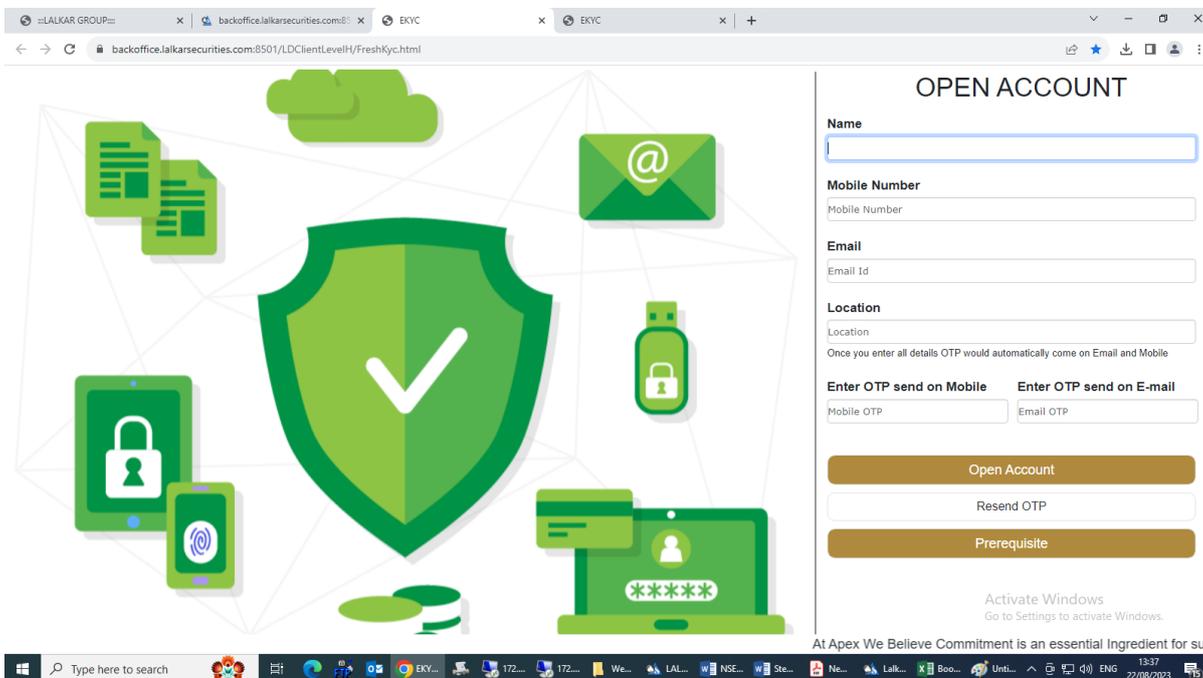
The screenshot shows the Lalkar Group website's 'Back Office' page. The page displays an 'Important Notice' regarding account registration and KYC. The notice states: '1. Now receive all Depository Statement on E-mail. Get your account register by sending an email on demat@lalkar.in or simply call us on 822-4022624/25. 2. As per SEBI notification KRA is compulsory for all existing client. Kindly get yourself register by sending an email on kv@lalkar.in or simply call us on 822-4022624.' Below the notice are two buttons: 'Continue To Back Office' and 'New Back Office'. The footer contains various links and contact information.

Step 3 → Click on New Account Opening



Registration Page will appear:

- Client need to fill Name, Email Id and Mobile Number.
- Once the data entry is done by client → OTP would automatically come on Inbox (Email) and Mobile.
- If OTP is not received within 60 second → client can click on “Resend OTP” to get the OTP again.
- If the OTP entered by the client is invalid → System will show message “OTP is invalid”. Client can re-enter the OTP or else can wait for 60 seconds and click on “Resend OTP”.



Step 4 → KYC Check:

Input:

- Insert Date of Birth.
- Insert PAN Number
- Mobile Family: Please select appropriate relationship from dropdown
- Email Family: Please select appropriate relationship from dropdown

Step 5 → Help:

- If KRA is already registered on CVL / NDML : Your Name, Address and other details would be fetched and available on Profile Creation page for verification.
- If KRA is not registered on CVL / NDML : 1] Please put your Aadhar number, Data would be fetched from Digi locker and populated on Profile creation page for verification. 2] You will receive OTP on Aadhar Registered Mobile for Authentication.
- If KRA is neither registered on CVL / NDML or Aadhar- You can put details manually and proceed further.

Steps to Open Account | Form Code FRM00156

KYC Check [Save]

Date Of Birth: 04/10/1982

City of Birth: []

PAN Number: AGTPC3099C

Mobile Number: 9920724002

Email: cdsl@lalkar.in

Mobile Family: Self

Email Family: Self

Are you a U.S citizen? Yes No

Help

KYC Check:

- **Input:**
 - Insert Date of Birth.
 - Insert PAN Number
 - Mobile Family : Please select appropriate relationship from dropdown
 - Email Family : Please select appropriate relationship from dropdown
- **Help:**
 - If already registered on CVL / NDML : Your Name, Address and other details would be fetched and available on Profile Creation page for verification
 - If not registered on CVL / NDML : 1] Please put your Aadhar number, Data would be fetched from Digi locker and populated on Profile creation page for verification. 2] You will receive OTP on Aadhar Registered Mobile for Authentication.
 - If neither registered on CVL / NDML or Aadhar- You can put details manually and proceed

00:23 seconds [Next]

Activate Windows
Go to Settings to activate Windows.
Contact Number: +91 22 4032 2643
Email ID: it@lalkarsecurities.com

Step 6 → Bank and Income Details:

Input:

- IFSC Code of your Bank Account
- Bank Account number
- Select Annual Income from Drop down or Alternatively put Network figure and select date
- Other Details : Please select appropriate information from drop down
- **Help:**
- Bank details would be verified by crediting Rs. 1
- Income or Network Should not be older than 12 months

Steps to Open Account | Form Code FRM00156

Bank and Income Details [Save]

IFSC Code: BKID0000086

MICR Code: 400013051

Bank Name: BANK OF INDIA

Branch Name: MUMBAI

Bank Account Type: Savings

Name on Cheque: DHARAM CHITALA

Bank Account number: [Redacted]

Re Enter Bank Account number: [Redacted]

Income Details

Annual Income: 1-5 LAC

Net worth Details: [Redacted]

Help: Bank and Income Details:

- Input:**
 - IFSC Code of your Bank Account
 - Bank Account number
 - Select Annual Income from Drop down or Alternatively put Networth figure and select date
 - Other Details : Please select appropriate information from drop down
- Help:**
 - Bank details would be verified by crediting Rs. 1
 - Income or Networth Should not be older than 12 months

00:01 seconds

Previous Next

Activate Windows
Go to Settings to activate Windows.
Contact Number: +91 22 4032 2643
Email ID: it@lalkarsecurities.com

Steps to Open Account | Form Code FRM00156

Declaration Date: 22/08/2023

Declaration Place: MUMBAI

Other Details

Documents Sub. Proof

GST number (enter, if provided): [Redacted]

Political connected: Not Applicable

Education

Authorization Type: Quarterly

Prior Experience Details

Prior Experience: Yes

Years of experience: 5

Years in other Investment Related Fields: 0

Help: Bank and Income Details:

- Input:**
 - IFSC Code of your Bank Account
 - Bank Account number
 - Select Annual Income from Drop down or Alternatively put Networth figure and select date
 - Other Details : Please select appropriate information from drop down
- Help:**
 - Bank details would be verified by crediting Rs. 1
 - Income or Networth Should not be older than 12 months

00:01 seconds

Previous Next

Activate Windows
Go to Settings to activate Windows.
Contact Number: +91 22 4032 2643
Email ID: it@lalkarsecurities.com

Step 7 → Trading & Product Plan:

- **Input:**
- Select segment
- Insert existing DP Details
- **Help:**
- Equity : Account would be activated in both NSE and BSE
- Derivatives : Derivate, if selected, will be activated in NSE

Steps to Open Account | Form Code FRM00156

Trading Segment [Save]

Segment Type

- Equity
- Currency
- Future and Option

Existing DP Details

Do you have Existing Account in DP?

No

DP ID: 00036199 ~ GREATER BOMBAY | DP Name: []

DP Code / BO ID: [] | DP Code: []

Do you want to Open same Account in DP?

Yes

Select DP: CDSL

POA / DDPI Flag: Yes

Brokerage Scheme: NEW ACCOUNT OPEN

Previous | 00:01 seconds | Next

Help

Trading & Product Plan:

- Input:**
 - Select segment
 - Insert existing DP Details
- Help:**
 - Equity : Account would be activated in both NSE and BSE
 - Derivatives : Derivate, if selected, will be activated in NSE

Activate Windows
Go to Settings to activate Windows.
Contact Number: +91 22 4032 2643
Email ID: it@lalkarsecurities.com

Step 8 → Nominee Details

Steps to Open Account | Form Code FRM00156

Nominee Details [Save]

Nominee Opt

Nominee-1 | Nominee-2 | Nominee-3

Prefix: Mr [Save]

Name: NEETA | D | CHITALA

Same As Client Correspondence Address

Address Line 1: JKJDKJNNCNCN

Address Line 2: NNCNCNCNCN

Address Line 3: JKJDKJ

Country: INDIA

Slate: MAHARASHTRA

City: MUMBAI

Pin Code: 400001

PAN Number: []

Previous | 00:01 seconds | Next

Help

Nominee Details:

- Not mandatory for only trading Account opening and can be skipped

Activate Windows
Go to Settings to activate Windows.
Contact Number: +91 22 4032 2643
Email ID: it@lalkarsecurities.com

Step 9 → Document Upload:

If Data is already fetched from CVL / NDSL then you can proceed to upload:

- PAN Card
- Photo or it can be clicked from web cam
- Address Proof

- Income Proof (Only if Account to be activated in Derivatives)
- Bank Proof - Cheque copy
- Specimen signature
- Demat Account proof
- If Data is fetched from Aadhar : Aadhar and Photo would be fetched from Digi locker, upload rest of the documents.

The screenshot displays the 'Document Upload' section of the KYC portal. On the left, a navigation menu lists 'Steps to Open Account' with 'Form Code FRM00156'. The main area shows six document upload fields: PAN Card, Photo, Correspondence Address Proof, Income Proof, Cancelled Cheque, and Specimen Signature, each with an 'Upload' button and a green checkmark. Below these are six thumbnails of the uploaded documents. At the bottom, there are 'Previous' and 'Next' buttons, and a timer showing '00:01 seconds'. On the right, a 'Help' sidebar provides instructions for document upload and next steps.

Document Upload:

- If Data is fetched from CVL / NDSL then upload :
 - PAN Card
 - Photo or it can be clicked from web cam
 - Address Proof
 - Income Proof (Only if Account to be activated in Derivatives)
 - Bank Proof - Cheque copy
 - Specimen signature
 - Demat Account proof
- If Data is fetched from Aadhar : Aadhar and Photo would be fetched from DigiLocker, upload rest of the documents.
- Note : All documents should be self certified.
- **Next Steps**
 - If Data is fetched from CVL / NDSL then In person verification need to be done.
 - A new page would be opened and you will receive OTP on your mobile number. Please write it on piece of paper and display in front of camera without covering the face. Face should be clearly visible. This is to be recorded for minimum 20 seconds
 - Summary page would be displayed post IPV for validation.
 - Post validation, you will receive OTP
 - Form would be generated for final review and E Sign
 - Click on ESign tab, It will connect to Aadhar for ESign
 - Put OTP and proceed
 - A final signed copy of form with supporting documents would be available on screen which you can save for records
 - Data would be sent for further processing and you will be informed via EMAIL once account is activated

Step 10 → Next Steps

- If Data is fetched from CVL / NDSL then In person verification need to be done.
- A new page will be opened and you will receive OTP on your registered mobile number. Please write it on piece of paper and display in front of camera without covering the face. Face should be clearly visible. This is to be recorded for minimum 20 seconds.
- Summary page would be displayed post IPV for validation.
- Post validation, you will receive OTP
- Form would be generated for final review and E Sign
- Click on E Sign tab, It will connect to Aadhar for E Sign
- Insert OTP and proceed further
- A final signed copy of form with supporting documents will be available on screen which you can save for your record.
- Data would be sent for further processing and you will be informed via EMAIL once account is activated

Step 11 → Confirmation

backoffice.lalkarsecurities.com:8501/LDCClientLevelH/FreshKyc.html

Steps to Open Account

Form Code FRM00156

- KYC Check
- Profile Creation

Document Upload

PAN Card Upload

Photo Upload

Correspondence Address Proof Upload

Help

Document Upload:

- If Data is fetched from CVL / NDSL then upload
- PAN Card
- Photo or it can be clicked from web cam
- Address Proof

Confirmation

Profile Information

Name : DHARAM G CHITALA
 Date of Birth : 04/10/1982
 PAN Number : AGTPC3099C
 Email id : cdsi@lalkar.in
 Mobile number : 9920724002

KYC Check

Date of Birth : 04/10/1982
 PAN number : AGTPC3099C
 Mobile number : 9920724002
 Email id : cdsi@lalkar.in
 Are you a U.S. citizen? : No

Check Status

Check	Verification	Verified from
Date of Birth	No	
Pan number	No	
Address	No	
Mobile number	Yes	OTP

Profile Creation

Applicant name prefix : Mr
 Name : DHARAM G CHITALA
 Name as per PAN : DHARAM CHITALA
 Relation type : Father
 Father/Spouse Name Prefix : Mr
 Father name : NEETA
 Mother Full Name : ANITA

Activate Windows
 Go to Settings to activate Windows.
 Contact Number:+91 22 4032 2643
 Email ID:it@lalkarsecurities.com

Step 12 → IPV over webcam

backoffice.lalkarsecurities.com:8501/LDCClientLevelH/FreshKyc.html

Steps to Open Account

Form Code FRM00156

- KYC Check
- Profile Creation
- Bank and Income Details
- Trading Segment
- Nominee Details
- Document Upload

Click on above sections to navigate through your form (if already filled).

Document Upload

PAN Card Upload

Photo Upload

Correspondence Address Proof Upload

Income Proof Upload

Cancelled Cheque Upload

Specimen Signature Upload

Help

Document Upload:

- If Data is fetched from CVL / NDSL then upload
- PAN Card
- Photo or it can be clicked from web cam
- Address Proof
- Income Proof (Only if Account to be activated in Derivatives)
- Bank Proof - Cheque copy
- Specimen signature
- Demat-Account proof
- If Data is fetched from Aadhar: Aadhar and Photo would be fetched from DigLocker, upload rest of the documents.
- Note : All documents should be self certified.
- Next Steps**
 - If Data is fetched from CVL / NDSL then In person verification need to be done.
 - A new page would be opened and you will receive OTP on your mobile number. Please write it on piece of paper and display in front of camera without covering the face. Face should be clearly visible. This is to be recorded for minimum 20 seconds
 - Summary page would be displayed post IPV for validation.
 - Post validation, you will receive OTP.
 - Form would be generated for final review and E Sign
 - Click on ESign tab. It will connect to Aadhar for ESign
 - Put OTP and proceed
 - A final signed copy of form with supporting documents would be available on screen which you can save for records
 - Data would be sent for further processing and you will be informed via EMAIL once account is activated

IPV over webcam

WebCam IPV

Step 1

Clients are requested to show their face while showing OTP.Video will automatically get stop after 11 seconds. Do not press STOP button before that

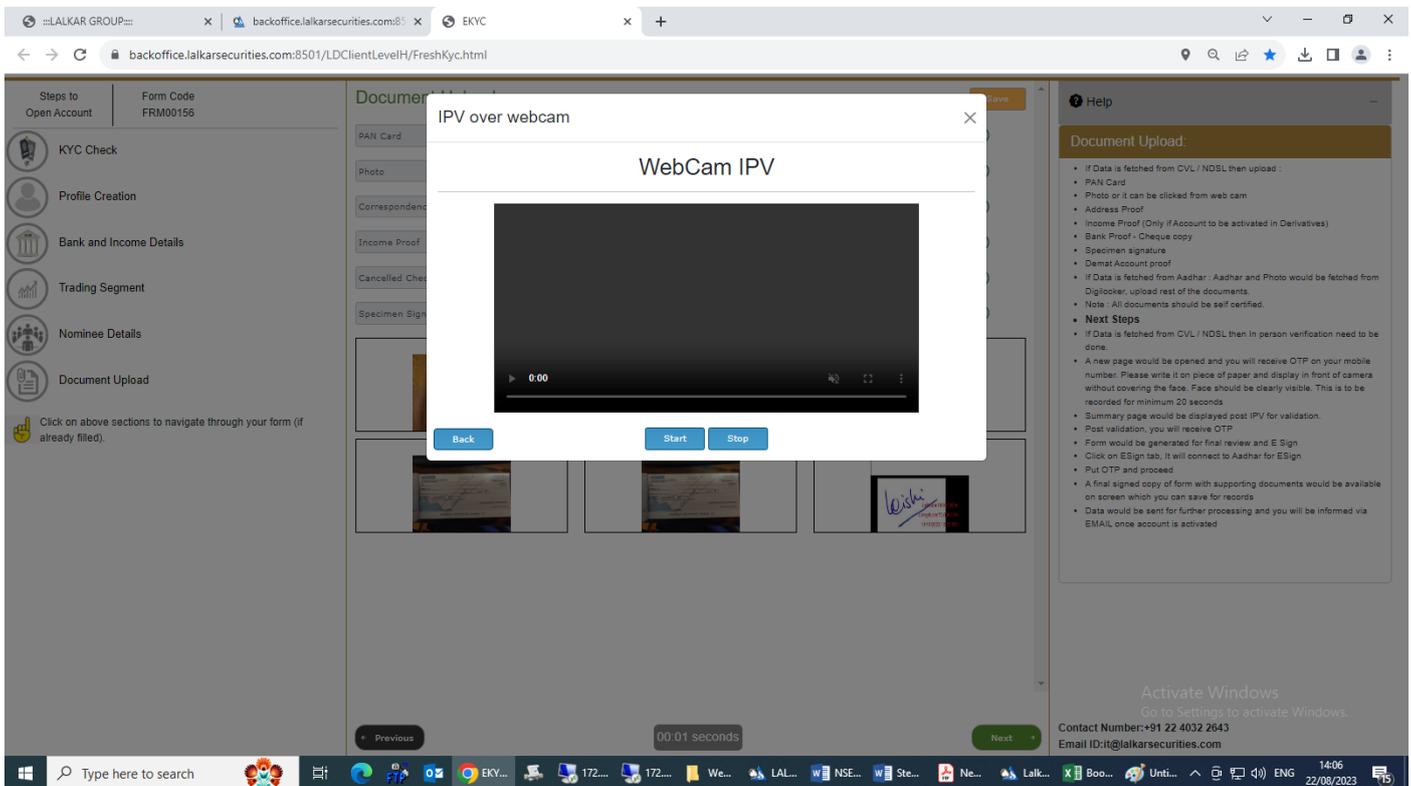
[Send OTP](#)

Income Proof

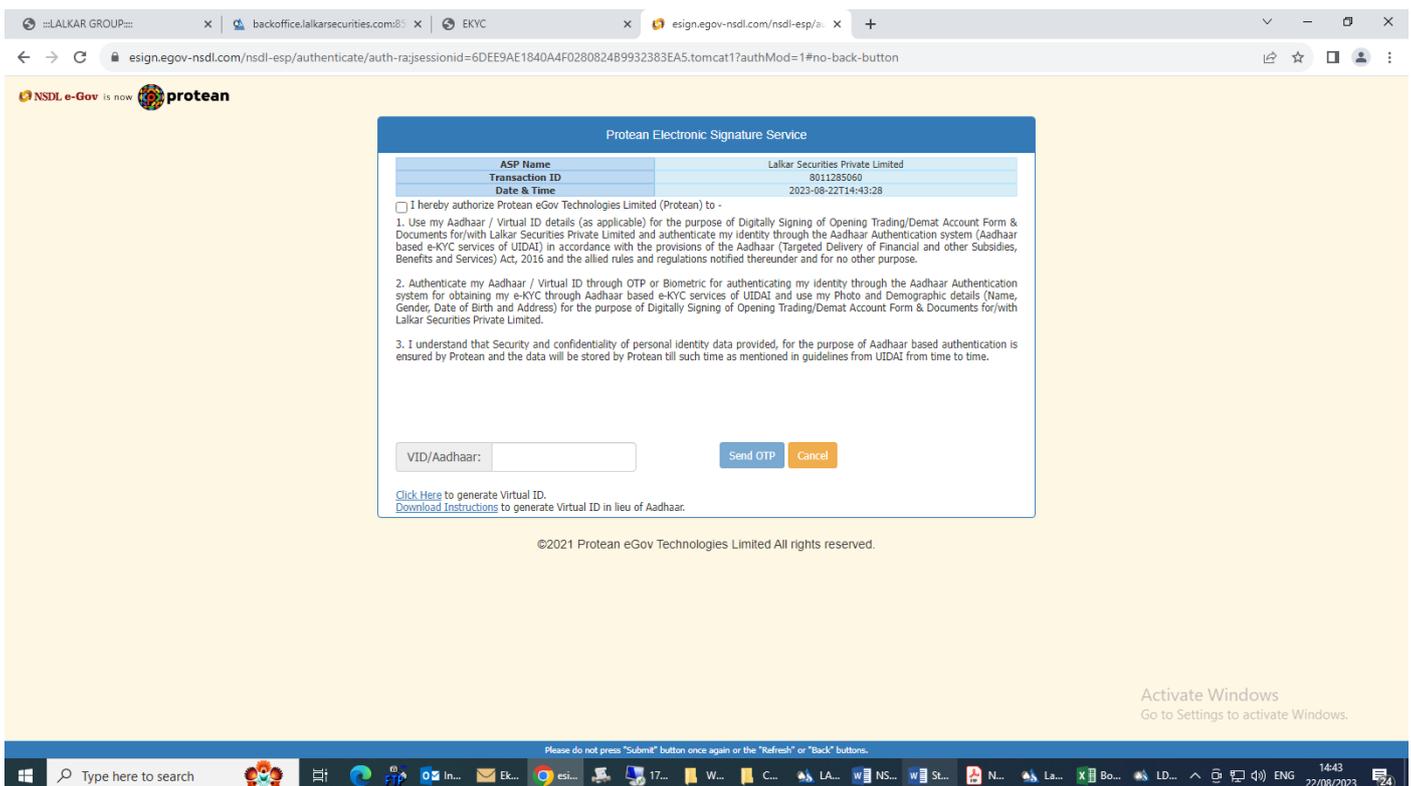
Cancelled Cheque

Signature

Activate Windows
 Go to Settings to activate Windows.
 Contact Number:+91 22 4032 2643
 Email ID:it@lalkarsecurities.com



Step 13 → eSign Process:



Step 14 → On Clicking “ESIGN” a panel will open in front of client.

The panel which is opened is intermediary panel of the e-Sign vendor i.e **Digio, Leegality, True Copy** and then redirected to **NSDL** site.

In case of **NSDL e-Sign** it will redirected directly to **NSDL** site.

On **NSDL** site client has to enter 12 Digit Aadhaar or VID i.e Virtual ID and click on **Send OTP**.

OTP will be sent on mobile registered with UIDAI site.

After 60 second client gets option of “Resend OTP”.

In Case of invalid OTP 3 attempts are given and after 3 failed attempt they need to send new request again and follow the same process.

e-Sign Completes

Step 15 → Back office Process:-

Once the client completes the process the back office team will verify the received details of account opening at maker level.

The team will check mandatory 6 KYC attributes before opening trading and demat account.

Also the team will check linkage of PAN with Aadhaar seeding status before opening the trading and demat account.

In case the maker and checker find's any task in pending or incomplete status, the uploaded details or documents → he can reject that particular detail's or document and mention “reason for rejection”.

On rejection the mail will be received by client with the reason for rejection and he can change accordingly and proceed forward to complete the process.

The back office team again will do Maker and Checker level and proceed to open demat and trading account.

On verification of client details if found to be in order the same will be assigned to checker level.

The checker will cross verify the documents and details provided by the client.

If the details are verified then checker will accept the documents and details entered and then these details will be pushed to back office.

In case the maker and checker find's any flaw in details or documents uploaded, he can reject that particular details or document and mention the “reason for rejection”.

On rejection - the mail will be sent to client with the reason for rejection and he can change accordingly and proceed forward to complete the process.

The back office team again check - Maker Checker level and proceed to open demat and trading account.

***Notes:**

We are not permitted to trade for any client in any segment without uploading of UCC including all mandatory fields as specified in the exchange circulars.

As per the exchange circular we are strictly required to ensure that any new client details with all mandatory fields are updated and approved in the Unique Client Code system of the Exchange at least one day prior to commencement of trading i.e. by 5 pm on the previous trading day.

We are not permitted to trade for such clients until UCC is properly registered.