



**INDIAN OVERSEAS BANK**  
**Depository Service Branch**  
**CHENNAI**

**Account Opening Procedure**

**FOR RETAIL INDIVIDUAL CUSTOMERS:**

- Customers must have one operative/active Savings or Current account with IOB.
- Download abridged demat account opening application from our website or visit our nearest branch.
- Abridged demat account opening application is for Resident - individual customers only. NRI customers are requested to contact branch for opening a demat account.
- Customers should submit following documents for opening a demat account and show the original OVDs at branch for verification:
  - Abridged demat account opening application
  - Self-attested copy of Aadhar
  - Self-attested copy of PAN
  - Nominee's ID proof (if nomination opted)
- For in-person verification, visit our nearest branch office preferably account maintaining branch along with duly filled-in account opening form.
- Our team will review and verify your KYC documents. You will be informed if any additional information is needed. Carry original documents for verification.
- Upon successful verification, your demat account will be opened.
- Please be informed that, the constituents of demat account will be same as in SB/current account.
  - For ex.: If SB account is in the joint name X and Y then demat account will be opened in joint name X & Y only through this abridged mode.

**For others – HUF / NRI**

- Customers must have one operative/active Savings or Current account and NRIs must have NRO/NRE account with IOB.
- Download 14-page demat account opening form from our website.
- In this mode of account opening, IOB branches will collect account opening forms and forward it to Depository Services Branch for corporate accounts, accounts for NRI, non-individual accounts and all other types of accounts which cannot be opened under abridged mode.
- We may require RBI permission for NRI customers before going ahead with the demat account opening.
- Customers should submit following documents for opening a demat account:
  - a. Account opening form

- b. CKYC Form
- c. Income range format
- d. Specimen signature
- e. Bank details (Cancelled cheque leaf or statement or bank passbook verified by bank official)
- f. All OVD and documents including CKYC form to be verified by any branch official of our IOB branch and branch official should sign in appropriate places and OVD's certifying the same.
- g. For corporate accounts, additional documents to be taken as per NSDL guidelines like 2 years' balance sheet, AOA, MOA, Board resolution, Bank account details, Latest shareholding pattern, DIN no of directors, KYC of all directors etc.

**Please be informed that after opening demat account, a trading account also to be opened with our partner M/s. SMC Global for which you may get a call from SMC officials to open trading account. In absence of trading account share sale purchase cannot be done through market.**