



ONLINE TRADING & DEMAT ACCOUNT OPENING WITH SUSHIL FINANCE

E- KYC USER MANUAL

BEFORE PROCEEDING FOR E-KYC, BE READY WITH BELOW PRE REQUISITES

Self-attested scan copies of the originals (not of photocopies)

- PAN
- Aadhaar Card
- Bank account details
- Bank Proof (Pre-printed name Cheque)
- Income Proof (if opting for FNO & Currencies)
- Signature should match as per PAN (on blank white paper)

Please also keep your Aadhaar linked mobile number handy.

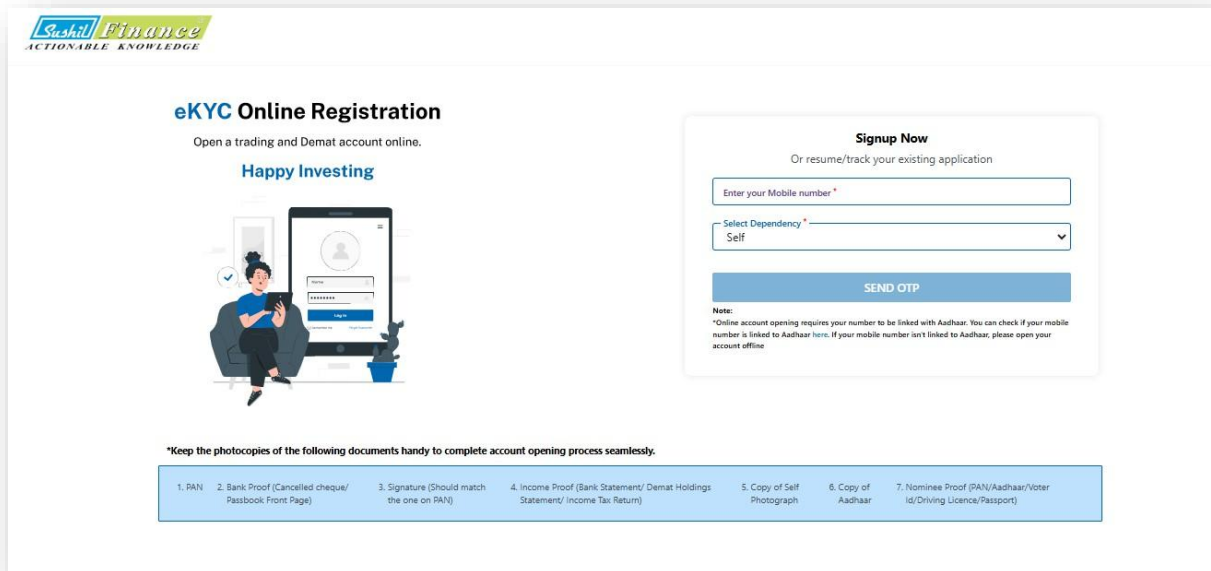
Use the following link to access the E-KYC portal:

E-KYC Link: <https://live.meon.co.in/sushilfinance/individual>

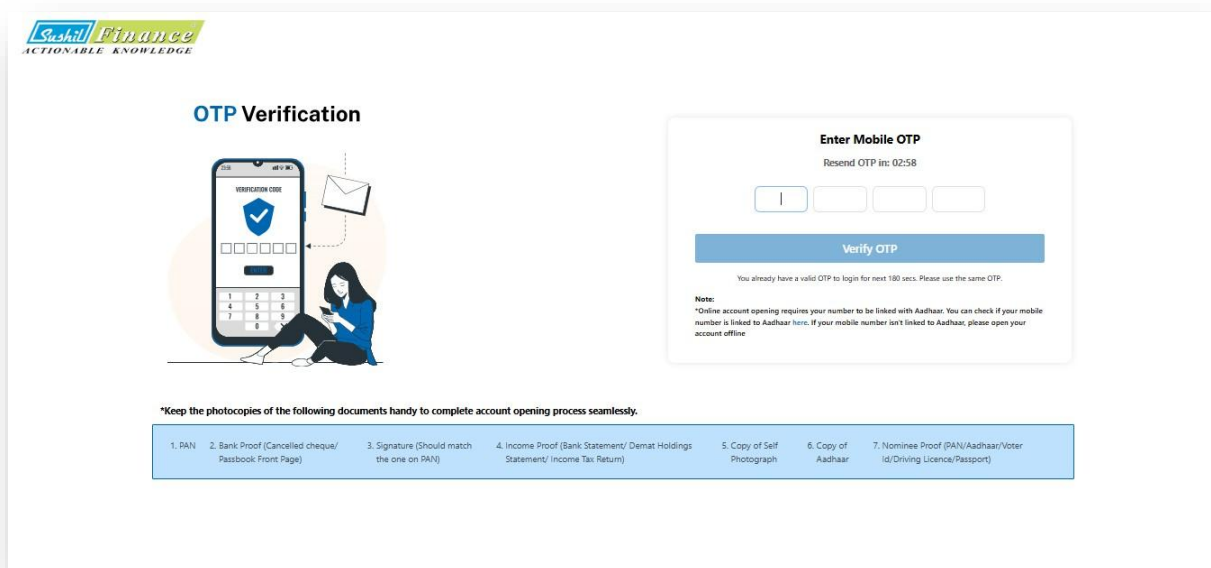
MOBILE VERIFICATION - To begin the EKYC process, enter your mobile number in the provided field and select the dependency relationship and then click on the SEND OTP button

Note :

- Choose "**Self**" if you are opening an account with Sushil Finance for the first time using this mobile number.
- If you already have another trading account with Sushil Finance linked to the same mobile number, select the appropriate relationship option from the dropdown menu.



After entering mobile number, your will receive an OTP (One Time Password) on the same number. Enter the OTP in the provided field and click on the Verify OTP button.



For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)

EMAIL ID VERIFICATION – Enter email id in the provided field and click on the submit button. After entering client email id, the system will send an OTP on your email for verification. Please check mailbox for the OTP.



Email-Id Verification



Email Address

 Sign in with Google

OR

Email ID *

Note:
* If you are not aware on Branch Code, Please type "HGN"

☐ Please accept the Terms & Conditions

Send OTP

***Keep the photocopies of the following documents handy to complete account opening process seamlessly.**

1. PAN	2. Bank Proof (Cancelled cheque/ Passbook Front Page)	3. Signature (Should match the one on PAN)	4. Income Proof (Bank Statement/ Demat Holdings Statement/ Income Tax Return)	5. Copy of Self Photograph	6. Copy of Aadhaar	7. Nominee Proof (PAN/Aadhaar/Voter Id/Driving Licence/Passport)
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Enter the OTP that you have received in your email ID in the provided field and click on the Verify OTP button



OTP Verification



Enter Email OTP

Resend OTP in: 00:57

Verify OTP

You already have a valid OTP to login for next 180 secs. Please use the same OTP.

***Keep the photocopies of the following documents handy to complete account opening process seamlessly.**

1. PAN	2. Bank Proof (Cancelled cheque/ Passbook Front Page)	3. Signature (Should match the one on PAN)	4. Income Proof (Bank Statement/ Demat Holdings Statement/ Income Tax Return)	5. Copy of Self Photograph	6. Copy of Aadhaar	7. Nominee Proof (PAN/Aadhaar/Voter Id/Driving Licence/Passport)
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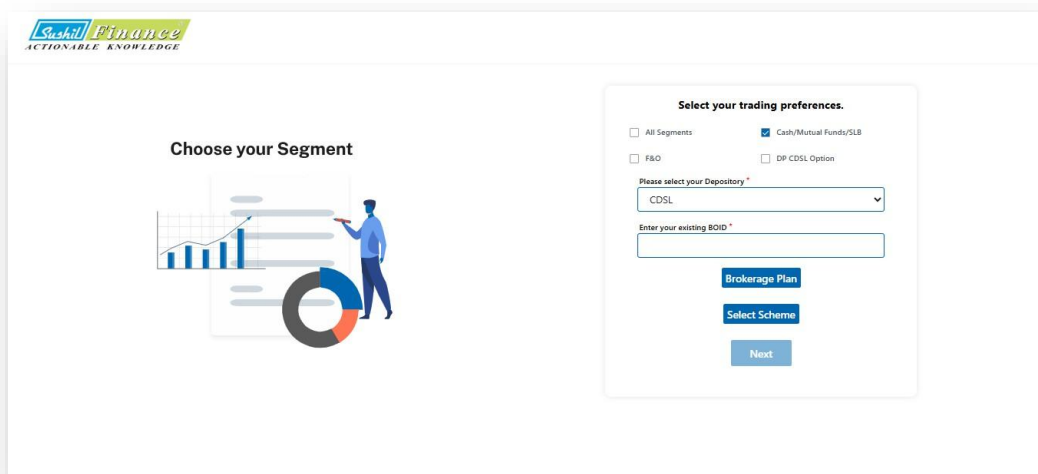
TRADING SEGMENT & CHARGES - Choose the desired trading segment by clicking on the respective button

Also, select the Brokerage and DP (Depository Participant) tariff Scheme charges that are applicable. You can click on the respective button to check the applicable charges for the selected scheme.

Important Note:

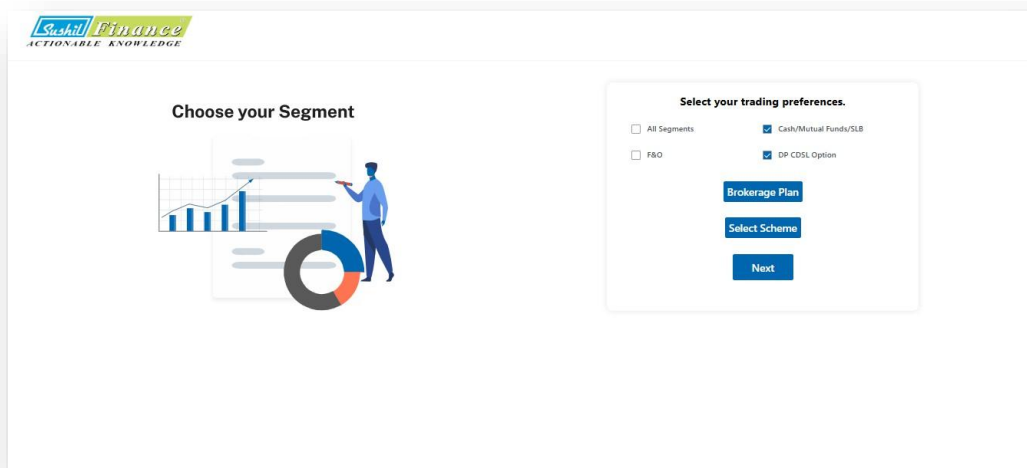
- If you are **not opting to open a Demat (DP) account with Sushil Finance**, the system will prompt you to select a depository and enter your existing BOID (Beneficial Owner Identification).
- If you are **opting to open a DP account with Sushil Finance**, these options will not be displayed on the screen.

Option 1 : When DP option is not selected



The screenshot shows the Sushil Finance logo at the top left. The main heading is "Choose your Segment" with an illustration of a person pointing at a bar chart and a donut chart. To the right, under "Select your trading preferences.", there are checkboxes for "All Segments" (unchecked), "F&O" (unchecked), "Cash/Mutual Funds/SLB" (checked), and "DP CDSL Option" (unchecked). Below these, there is a dropdown menu labeled "Please select your Depository *" with "CDSL" selected, and a text input field labeled "Enter your existing BOID *". At the bottom, there are three buttons: "Brokerage Plan", "Select Scheme", and "Next".

Option 2 : When DP option is selected (screenshot)



The screenshot shows the Sushil Finance logo at the top left. The main heading is "Choose your Segment" with an illustration of a person pointing at a bar chart and a donut chart. To the right, under "Select your trading preferences.", there are checkboxes for "All Segments" (unchecked), "F&O" (unchecked), "Cash/Mutual Funds/SLB" (checked), and "DP CDSL Option" (checked). The dropdown menu and text input field are not visible. At the bottom, there are three buttons: "Brokerage Plan", "Select Scheme", and "Next".

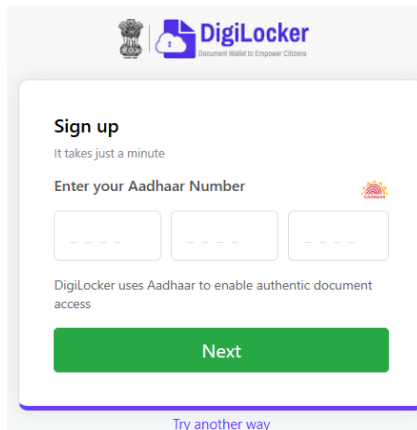
PAN VERIFICATION - You will be asked to enter your PAN number and Date of Birth details in the provided fields.

The screenshot shows the Sushil Finance website with the 'PAN Verification' section. On the left, there are instructions: 'Kindly input your PAN and Date of Birth exactly as indicated on your PAN Card', 'The Account Name will be recorded in accordance with the details provided in the Income Tax Database', and 'In compliance with the latest PMLA regulations, please verify that your Aadhaar Number is correctly linked to your PAN'. On the right, there is a 'PAN' form with the text 'Your name will be taken as per ITD (Income Tax Department)'. The form has two input fields: 'Enter Pan Number *' and 'Enter Date of Birth *' (with a date picker icon). A 'Submit' button is at the bottom right of the form. A 'Logout' button is in the top right corner of the page.

After entering your PAN card and Date of Birth details, click on the "Submit" button. The system will fetch the details from the Digilocker. Your KRA details as per PAN will be displayed on the screen.

The screenshot shows the Sushil Finance website with the 'KRA Details' section. The form contains the following fields: 'Gender' (with 'Male' selected), 'Aadhaar number' (with 'xxxxxxxxxxxx' as a placeholder), 'Address 1' (with 'XYZ, ABC, 123'), 'Address 2' (with 'XYZ, ABC, 123'), 'Pincode' (with '123123'), 'State' (with 'ABCXYZ'), 'Do You Want to continue with KRA details ?' (a dropdown menu with '--Select--'), 'Name' (with 'NICO ANDRES'), and 'Date of birth' (with '13-12-1985' and a date picker icon). A 'Next' button is at the bottom center of the form.

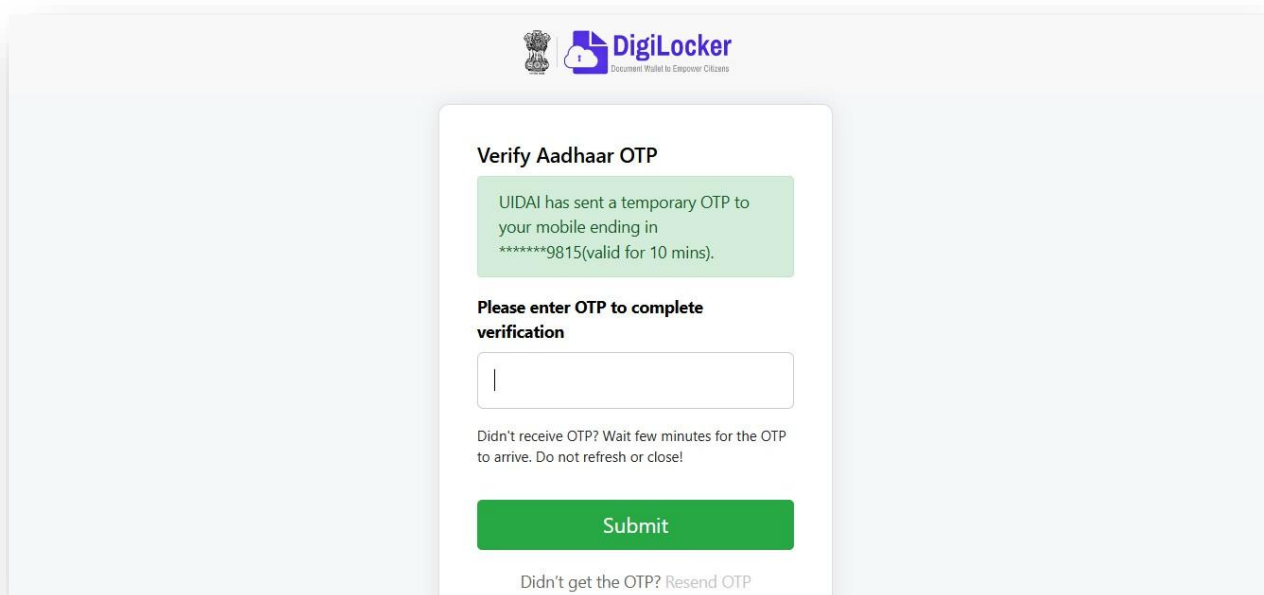
The system will redirect you to Aadhaar Integration with the help of DigiLocker. Click on the "Next" button and follow the instructions as the system keeps showing.



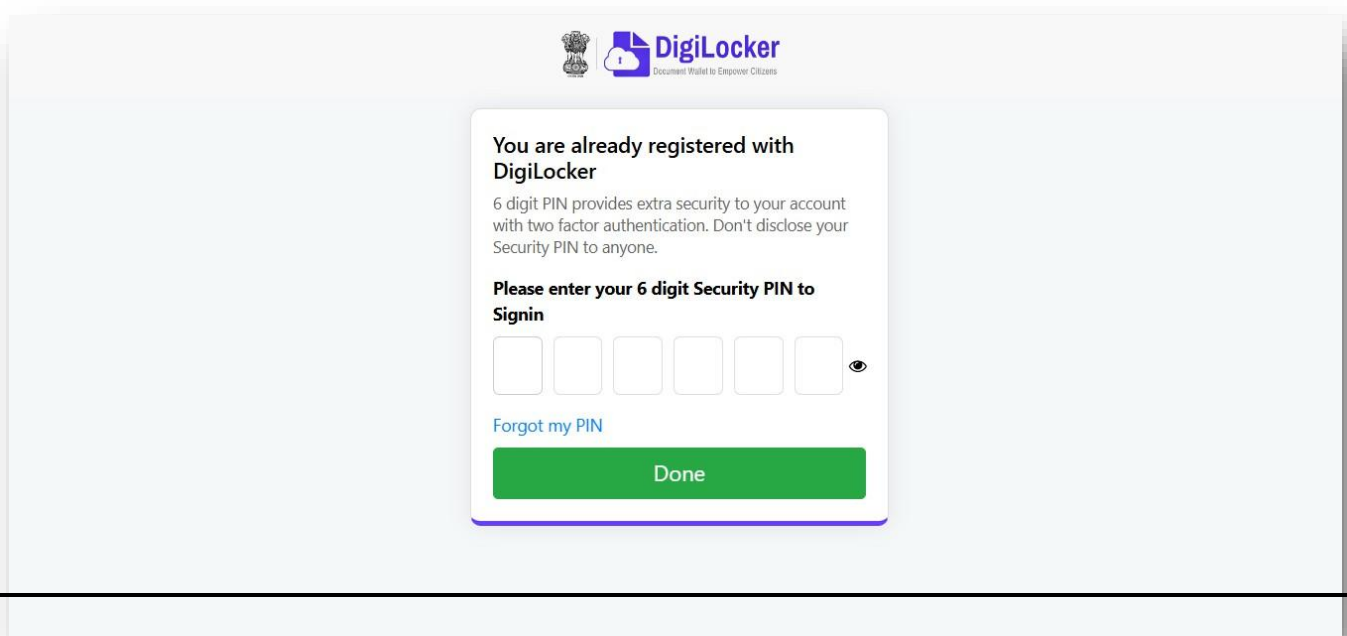
The screenshot shows the DigiLocker 'Sign up' screen. At the top, there is the DigiLocker logo with the tagline 'Document Wallet to Empower Citizens'. Below the logo, the heading 'Sign up' is followed by the subtext 'It takes just a minute'. The main instruction is 'Enter your Aadhaar Number', accompanied by a small Aadhaar icon. There are three input fields for the Aadhaar number, each containing four dashes. Below the input fields, a note states 'DigiLocker uses Aadhaar to enable authentic document access'. A large green 'Next' button is positioned at the bottom of the form. At the very bottom, there is a link that says 'Try another way'.

- Please note that if your mobile number is not mapped against your Aadhaar number, you cannot proceed further.

The system will generate an OTP and send it to your mapped mobile number.

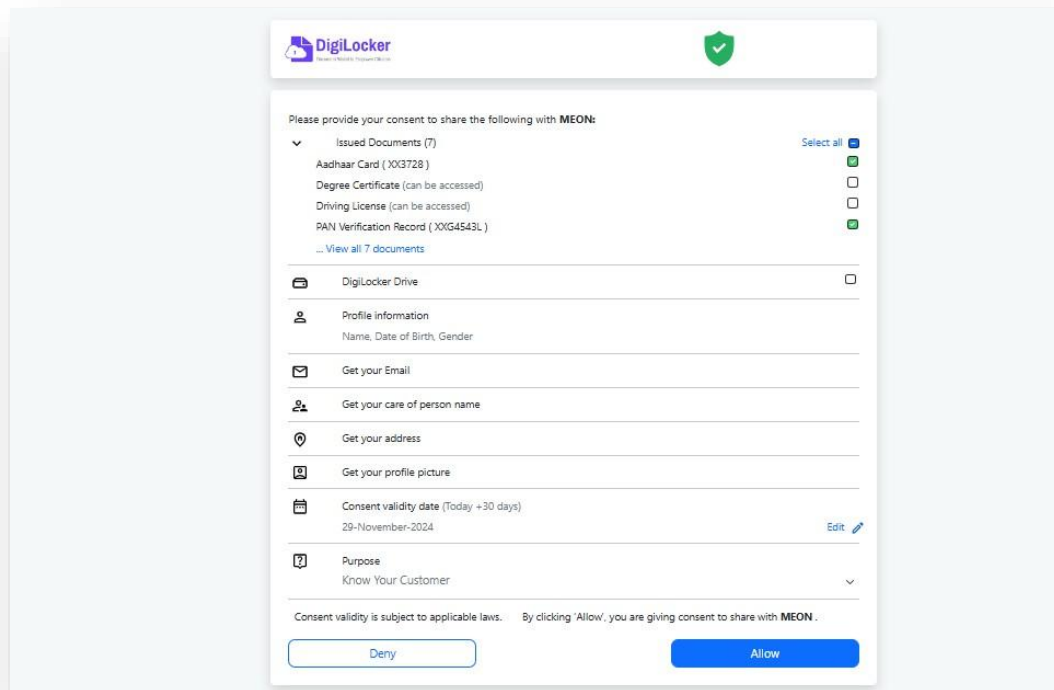


The screenshot shows the DigiLocker 'Verify Aadhaar OTP' screen. At the top, there is the DigiLocker logo with the tagline 'Document Wallet to Empower Citizens'. The heading 'Verify Aadhaar OTP' is followed by a green box containing the text: 'UIDAI has sent a temporary OTP to your mobile ending in *****9815(valid for 10 mins)'. Below this, the instruction 'Please enter OTP to complete verification' is shown. There is a single input field for the OTP. Below the input field, a note states: 'Didn't receive OTP? Wait few minutes for the OTP to arrive. Do not refresh or close!'. A large green 'Submit' button is positioned at the bottom of the form. At the very bottom, there is a link that says 'Didn't get the OTP? Resend OTP'.



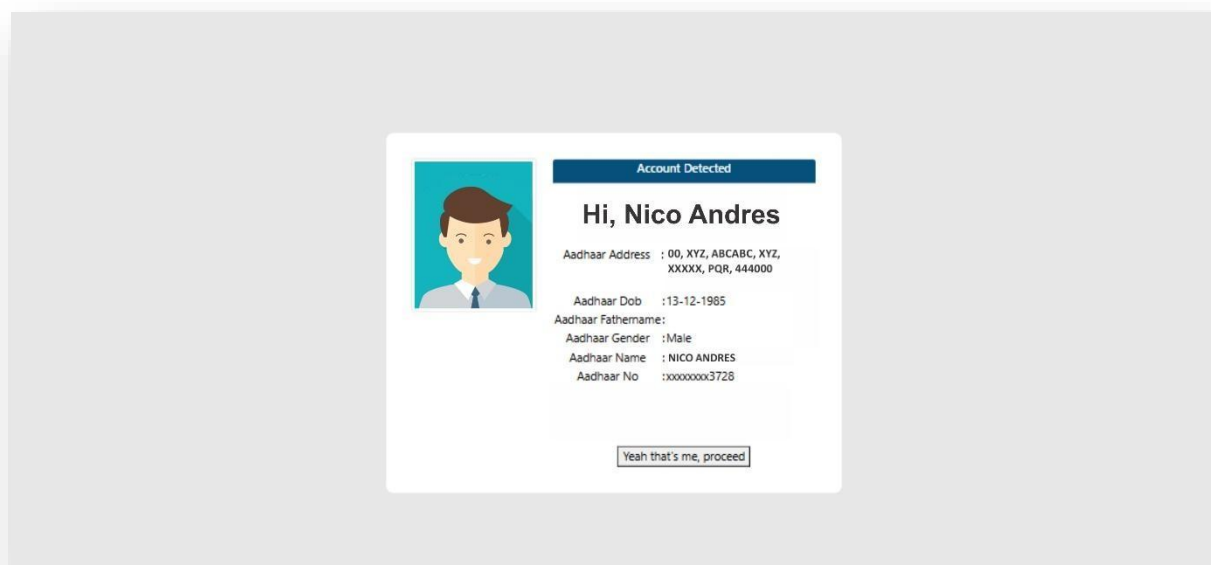
The screenshot shows the DigiLocker 'You are already registered with DigiLocker' screen. At the top, there is the DigiLocker logo with the tagline 'Document Wallet to Empower Citizens'. The heading 'You are already registered with DigiLocker' is followed by the text: '6 digit PIN provides extra security to your account with two factor authentication. Don't disclose your Security PIN to anyone.' Below this, the instruction 'Please enter your 6 digit Security PIN to Signin' is shown. There are six input fields for the Security PIN, each containing a dash, followed by an eye icon. Below the input fields, there is a link that says 'Forgot my PIN'. A large green 'Done' button is positioned at the bottom of the form.

Click on the **"Allow"** button to enable Sushil Financial Services Pvt. Ltd. to fetch data from DigiLocker as updated in Aadhaar.



Once the DigiLocker process is successfully completed, the system will redirect you to a screen where your personal details will be displayed as available in Aadhaar fetched from DigiLocker.

If the personal details displayed match with your details as per Aadhaar, click on the **"Yeah that's me, proceed"** button to go ahead with the EKYC process.



For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)

OTHER KYC DETAILS - After the Aadhaar Integration with DigiLocker, the system will ask you to fill in other KYC details such as Father's Name, Mother's Name, Marital Status, Education, Annual Income, Trading Experience, whether Politically Exposed, Occupation, etc.

Please fill in all the required details accurately and click on the "Submit" button to proceed.

Personal Details

Father's Name *

Mother's Name *

Gender *

--Select--

Marital Status *

--Select--

Education *

--Select--

Annual Income *

--Select--

Trading Experience *

Politically Exposed *

No

Occupation *

--Select--

Net Worth (As Per Assessment year)

Nationality *

--Select--

Do you wish to execute DDPI ? (What is DDPI?) *

Yes

Note:
*The DDPI (Demat Debit and Pledge Instruction) includes four voluntary authorizations. If you do not consent to one or more of these clauses, you may submit a physical DDPI form with your preferred choices. Please contact us for further assistance..

City of birth *

Country of Birth *

Are you senior citizen? *

If the client is more than 70 years old, then click "YES" and otherwise "NO"

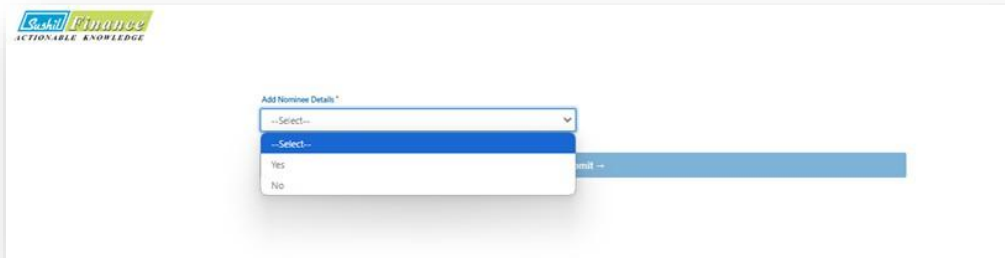
--Select--

Submit

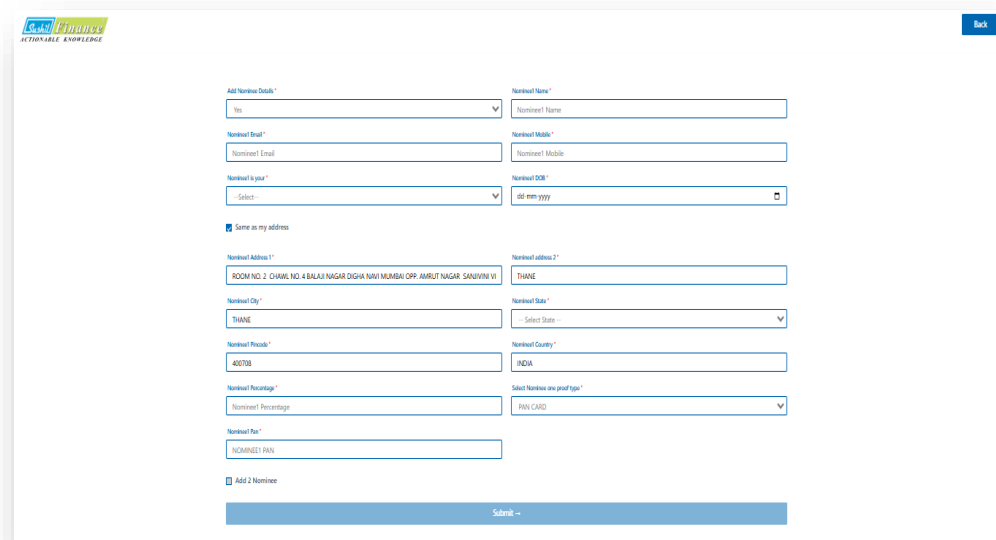
For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)

NOMINEE ADDITION - You can add nominee details to your account. A maximum of 3 nominees can be added.

To add a nominee, Select **YES** on the "Add Nominee Details" dropdown in and fill in all the required details such as Name, Relationship with the Nominee, Date of Birth, and Address. You will also need to upload document for nominee's ID proof. Once all the details and documents have been filled in, click on the "NEXT" button to add the nominee to your account.

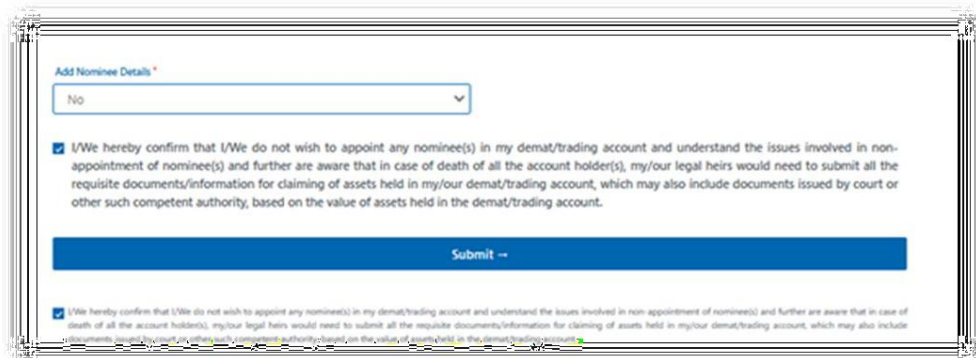


The screenshot shows the 'Add Nominee Details' dropdown menu. The dropdown is open, showing options: 'No', 'Yes', and 'Submit -->'. The 'Yes' option is highlighted in blue.



The screenshot shows the 'Add Nominee Details' form. The form is titled 'Add Nominee Details' and has a 'Back' button in the top right corner. The form contains several fields: 'Add Nominee Details' (dropdown menu), 'Nominee Name', 'Nominee Email', 'Nominee Mobile', 'Nominee DOB', 'Nominee Address 1', 'Nominee Address 2', 'Nominee City', 'Nominee State', 'Nominee Country', 'Nominee Pincode', 'Nominee Percentage', 'Nominee Pan', 'Nominee Photo', 'Nominee ID Proof Type', and 'Nominee ID Proof'. The 'Add Nominee Details' dropdown menu is set to 'Yes'. The 'Nominee Name' field is filled with 'THANE'. The 'Nominee Email' field is filled with 'THANE@GMAIL.COM'. The 'Nominee Mobile' field is filled with '9876543210'. The 'Nominee DOB' field is filled with '01-01-1990'. The 'Nominee Address 1' field is filled with 'ROOM NO 2 CHABRI NO 4 BALAJI NAGAR DIGHA NANI MUMBAI OPP. AMRUT NAGAR, SANDHYA W'. The 'Nominee Address 2' field is filled with 'THANE'. The 'Nominee City' field is filled with 'THANE'. The 'Nominee State' field is filled with 'Select State'. The 'Nominee Country' field is filled with 'INDIA'. The 'Nominee Pincode' field is filled with '400708'. The 'Nominee Percentage' field is filled with 'Nominee Percentage'. The 'Nominee Pan' field is filled with 'SCANNEZ PAN'. The 'Nominee Photo' field is empty. The 'Nominee ID Proof Type' field is filled with 'PAN CARD'. The 'Nominee ID Proof' field is empty. There is a 'Submit -->' button at the bottom right.

If you select **NO** on the "Add Nominee Details" dropdown then system will directly take you to **Bank Details Screen**

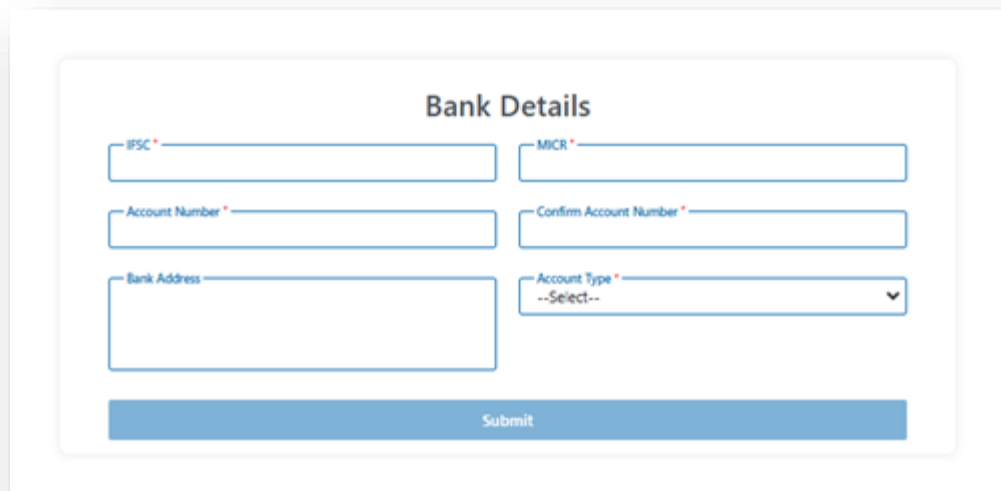


The screenshot shows the 'Add Nominee Details' form with the 'Add Nominee Details' dropdown menu set to 'No'. The form contains a confirmation message: 'I/We hereby confirm that I/We do not wish to appoint any nominee(s) in my demat/trading account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my/our legal heirs would need to submit all the requisite documents/information for claiming of assets held in my/our demat/trading account, which may also include documents issued by court or other such competent authority, based on the value of assets held in the demat/trading account.' There is a 'Submit -->' button at the bottom right.

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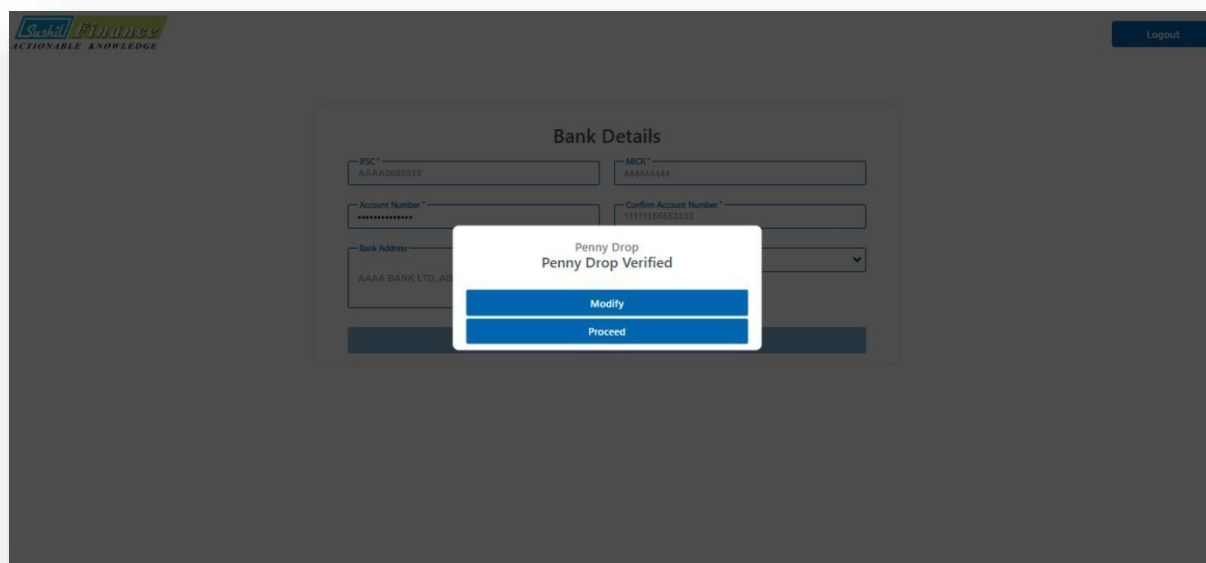
BANK ACCOUNT VERIFICATION - Enter bank details which you want to update for Fund Transfer and Withdrawal from trading account. Once you submit bank details, system will transfer ₹ 1 in your account and verify your bank details which you have entered.

Upload a scanned copy of a pre-printed name cheque as proof of your bank details



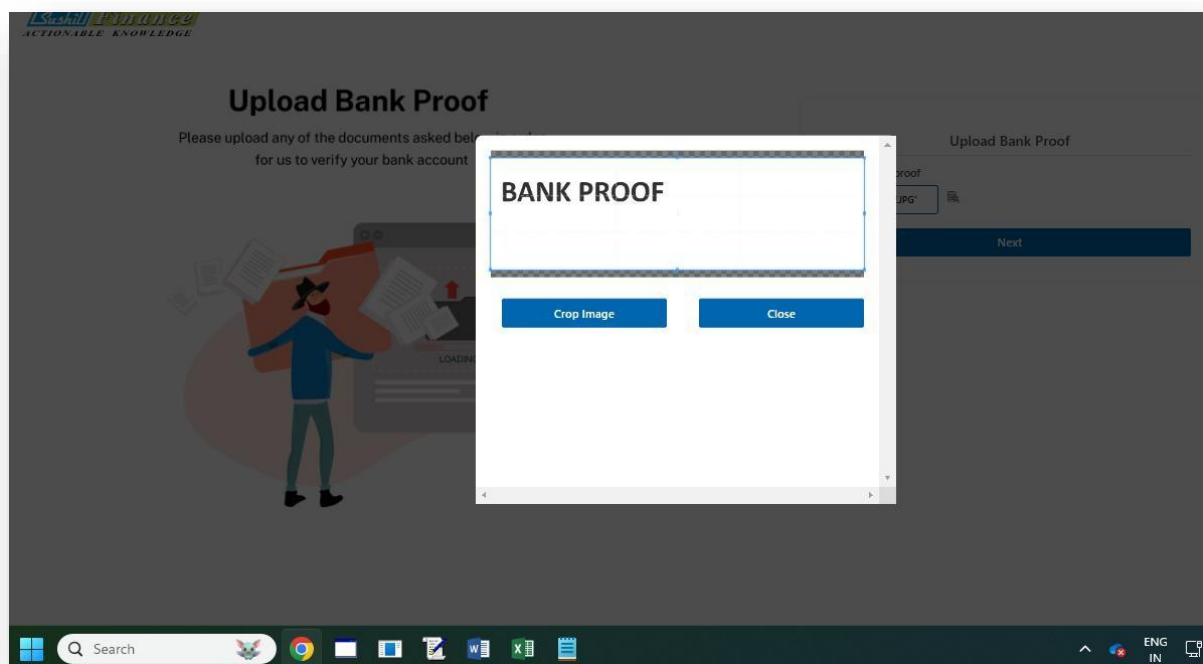
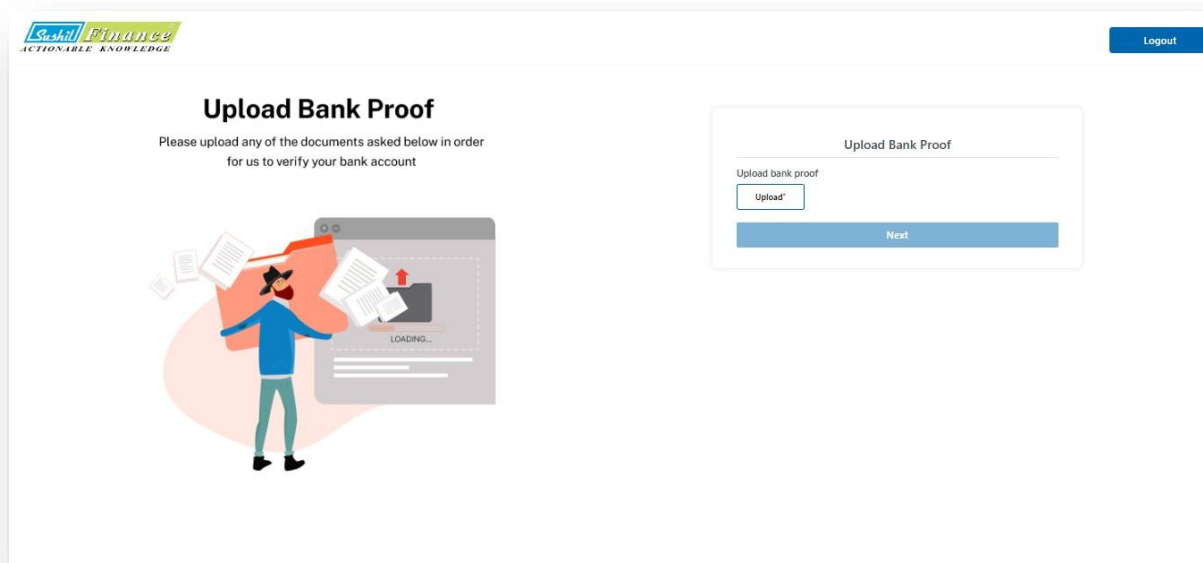
The image shows a 'Bank Details' form with the following fields:

- IFSC* (text input)
- MICR* (text input)
- Account Number* (text input)
- Confirm Account Number* (text input)
- Bank Address (text input)
- Account Type* (dropdown menu with '--Select--' and a downward arrow)
- Submit (blue button)

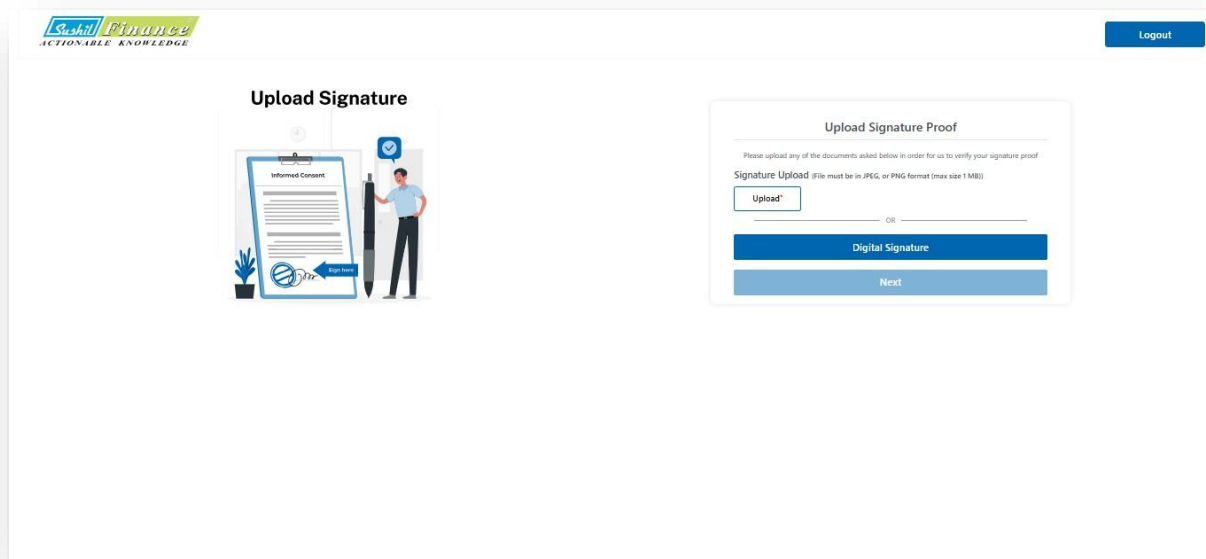


The image shows the 'Bank Details' form with a modal dialog box overlaid. The modal contains the text 'Penny Drop Penny Drop Verified' and two buttons: 'Modify' and 'Proceed'. The form fields in the background are filled with placeholder text:

- IFSC*: AAAA00000000
- MICR*: 8888888888
- Account Number*: 8888888888
- Confirm Account Number*: 111111111111
- Bank Address: AAAA BANK LTD, 25
- Account Type*: (dropdown menu)



SIGN on a piece of white paper, take a picture and upload your signature properly



Cash Finance
ACTIONABLE KNOWLEDGE

Logout

Upload Signature

Upload Signature Proof

Please upload any of the documents asked below in order for us to verify your signature proof

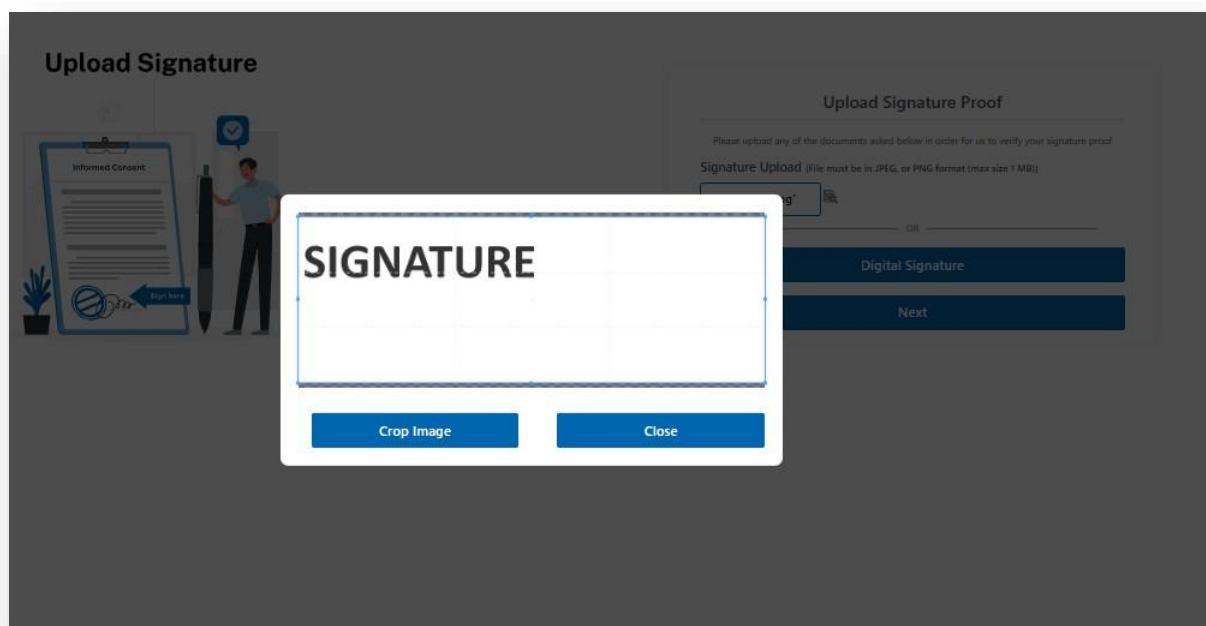
Signature Upload (File must be in JPEG, or PNG format (max size 1 MB))

Upload*

OR

Digital Signature

Next



Upload Signature

Upload Signature Proof

Please upload any of the documents asked below in order for us to verify your signature proof

Signature Upload (File must be in JPEG, or PNG format (max size 1 MB))

Upload*

OR

Digital Signature

Next

SIGNATURE

Crop Image Close

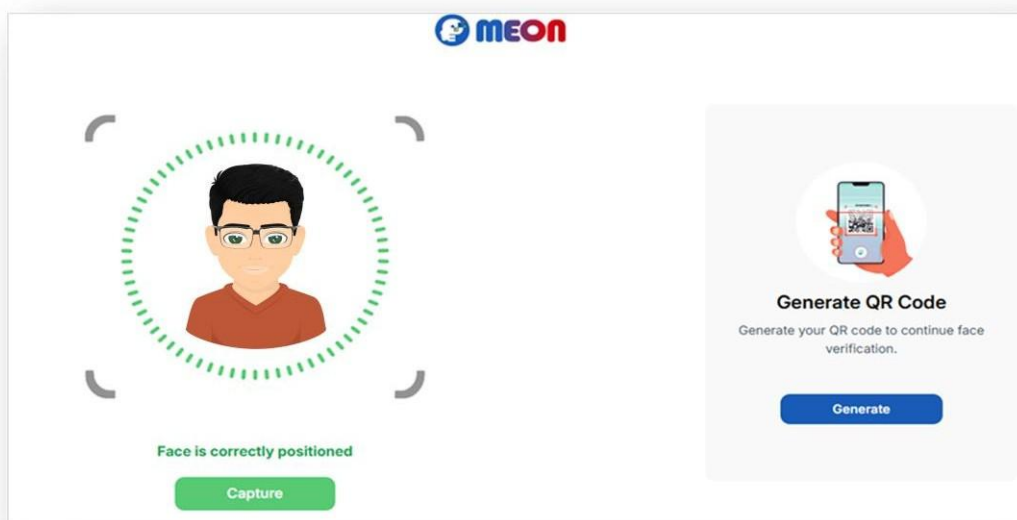
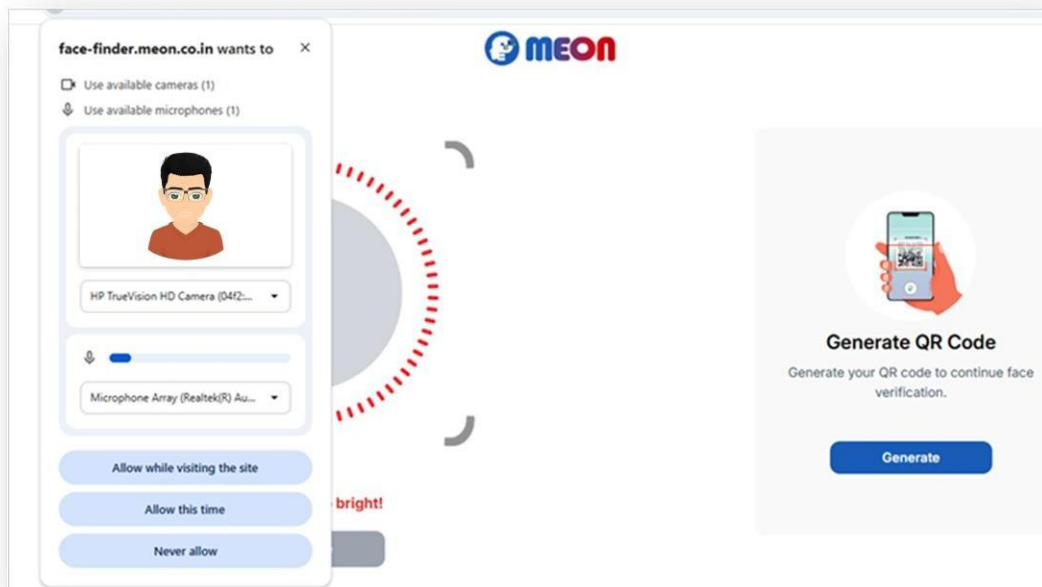
For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)

LIVE PHOTO CAPTURE INSTRUCTIONS –

During the EKYC process, capturing a **Live Photo** is mandatory as per SEBI regulations. You must also **share your Geo Location** in both methods, so please **allow location access** when prompted.

Case 1 – Using Desktop/Laptop Camera

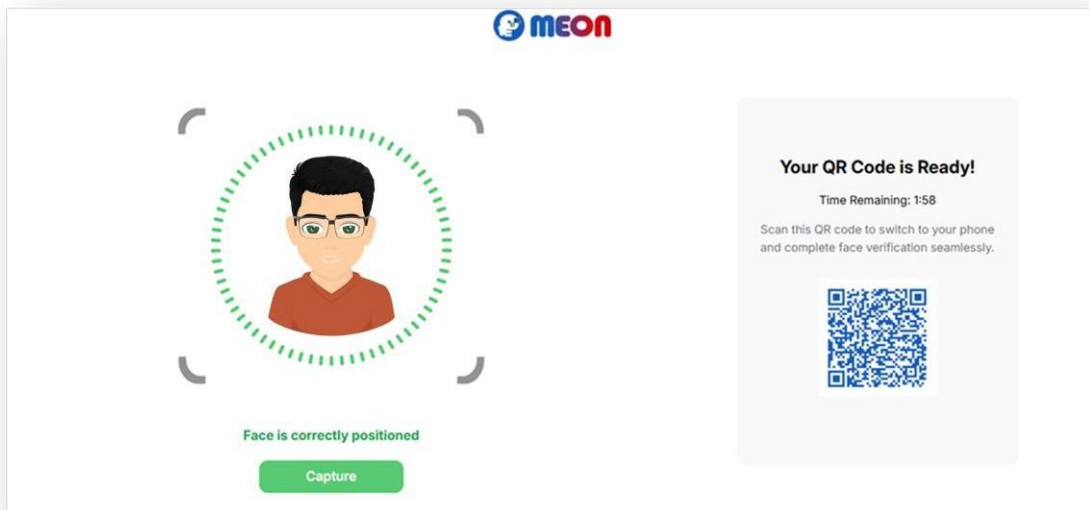
- Ensure your **camera is available and working**.
- The system will check lighting conditions. If the light is insufficient, you will not be allowed to capture your photo.
- Once your Live Photo is captured, the system will process it. You can proceed only after the process is complete.



For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)

Case 2 – Using Mobile via QR Code

- If your system has **no camera**, select "**Generate QR Code**".
- Scan the QR code with your **mobile phone camera** to capture your Live Photo.
- If your mobile camera does not support QR scanning:
 1. Open **Google Chrome** on your phone.
 2. Look for the **camera icon** in the search bar.
 3. Use it to scan the QR code and proceed.



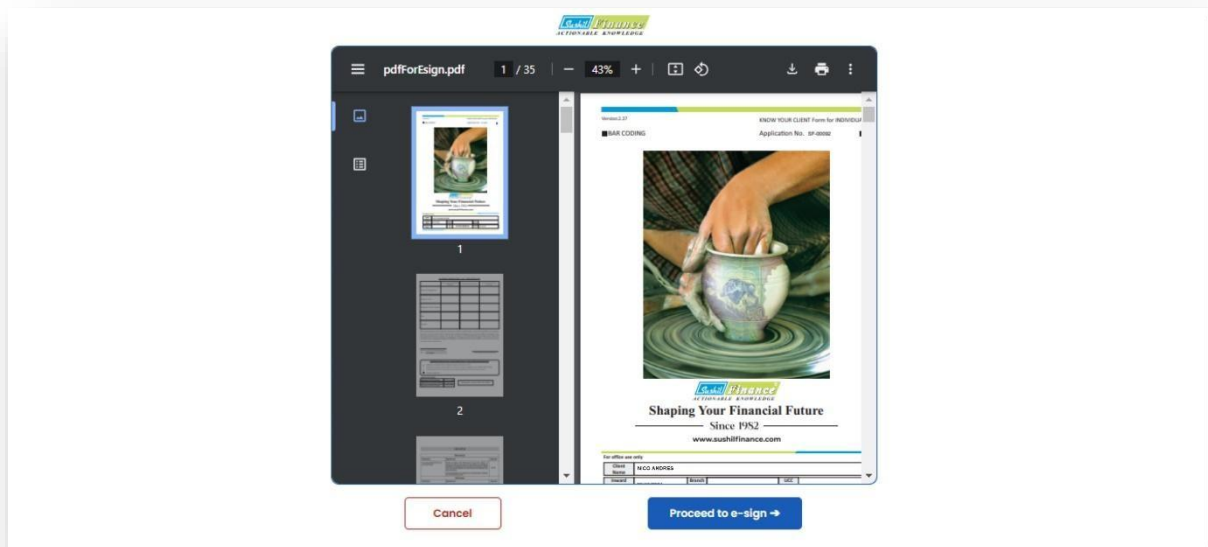
✓ **Important:** Location sharing is **mandatory** in both cases to comply with SEBI guidelines. Without allowing location access, you cannot proceed with EKYC

NOTE : If the system detects that the your PAN is not available in DigiLocker, it will prompt you to upload a scanned copy of your PAN card. If the PAN is available in DigiLocker, this step will be skipped.

EQUITY E-SIGN – You can view application copy by clicking on **PREVIEW** button or proceed for equity e-Sign through Aadhaar authentication.

Once you click on **Proceed to Equity E-sign** system will redirect to NSDL site for Equity E-sign. Just follow below steps.

1. Enter Aadhaar Number
2. Enter OTP, which is sent on your mobile number mapped against Aadhaar
3. The system will update your equity e-sign successfully, and redirect you to KRA E-Sign page





Meon Technologies Private Limited has requested to Digitally sign the document
Transaction ID: UKC:eSign:7778:20241030123705215 dated 2024-10-30T12:37:11

Select Langu ▾

Play audio

Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID

☒ I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

1. Use my Aadhaar / Virtual ID details (as applicable) **Digital Signing of Documents for On-boarding and Agreement purposes** for/with **Meon Technologies Private Limited** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) **Digital Signing of Documents for On-boarding and Agreement purposes** for/with **Meon Technologies Private Limited**.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:

SEND OTP

CANCEL

 NSDL e-Gov is now 

[Click Here](#) to generate Virtual ID. [Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)



Meon Technologies Private Limited has requested to Digitally sign the document
Transaction ID: UKC:eSign:7778:20241030123705215 dated 2024-10-30T12:37:11

Select Language Play audio Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID

☒ I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

1. Use my Aadhaar / Virtual ID details (as applicable) **Digital Signing of Documents for On-boarding and Agreement purposes for/with Meon Technologies Private Limited** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) **Digital Signing of Documents for On-boarding and Agreement purposes for/with Meon Technologies Private Limited**.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

ENTER OTP : 

Verify OTP Cancel

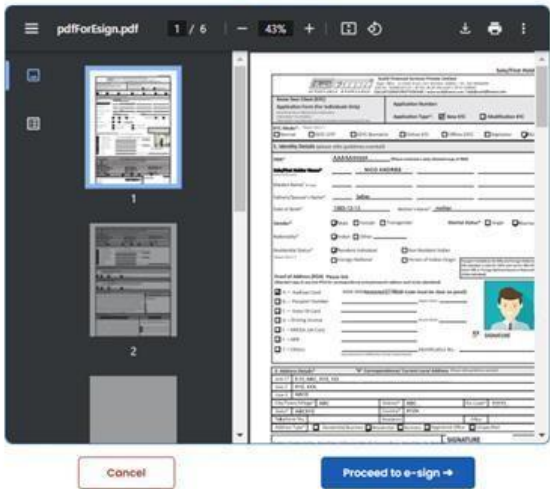
 NSDL e-Gov is now 

Success! otp sent on registered mobile/email id.

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.

Once you have completed the **Equity E-sign** process, the system will redirect you to the **KRA E-sign** page. Follow the steps below to complete the KRA E-sign process:

1. Enter client Aadhaar number in the provided field and click on "Send OTP".
2. Enter the OTP sent on client mobile number registered with Aadhaar in the provided
3. Once your KRA e-sign is successfully completed, a PDF copy of EKYC application with e-sign will be sent to your email ID.



The screenshot shows a PDF viewer displaying a form titled "pdfForEsign.pdf". The form is a "Signature Request" form for "Meon Technologies Private Limited". It includes fields for "Application Number", "Aadhaar Number", "Date of Birth", "Gender", "Address", and "Signature". There are checkboxes for "I am the owner of the Aadhaar" and "I am the authorized signatory". A "Send OTP" button is visible at the bottom right of the form. The PDF viewer interface shows the document is 1/6 pages and is zoomed in at 43%.

For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)



Meon Technologies Private Limited has requested to Digitally sign the document
Transaction ID: UKC:eSign:2914:20241030123920458 dated 2024-10-30T12:39:26

Select Language

Play audio

Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID

☐ I hereby authorize Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure Limited) to -

1. Use my Aadhaar / Virtual ID details (as applicable) **Digital Signing of Documents for On-boarding and Agreement purposes** for/with **Meon Technologies Private Limited** and authenticate my identity through the Aadhaar Authentication system (Aadhaar based e-KYC services of UIDAI) in accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 and the allied rules and regulations notified thereunder and for no other purpose.
2. Authenticate my Aadhaar / Virtual ID through OTP or Biometric for authenticating my identity through the Aadhaar Authentication system for obtaining my e-KYC through Aadhaar based e-KYC services of UIDAI and use my Photo and Demographic details (Name, Gender, Date of Birth and Address) **Digital Signing of Documents for On-boarding and Agreement purposes** for/with **Meon Technologies Private Limited**.
3. I understand that Security and confidentiality of personal identity data provided, for the purpose of Aadhaar based authentication is ensured by Protean eGov Technologies Limited and the data will be stored by Protean eGov Technologies Limited till such time as mentioned in guidelines from UIDAI from time to time.

VID/Aadhaar:

Enter VID/Aadhaar



SEND OTP

CANCEL

NSDL e-Gov is now

[Click Here](#) to generate Virtual ID. [Download Instructions](#) to generate Virtual ID in lieu of Aadhaar.

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.



Meon Technologies Private Limited has requested to Digitally sign the document
Transaction ID: UKC:eSign:2914:20241030123920458 dated 2024-10-30T12:39:26

Select Language

Play audio

Stop audio

Please click on the checkbox and enter Aadhaar/Virtual ID

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ENTER OTP :



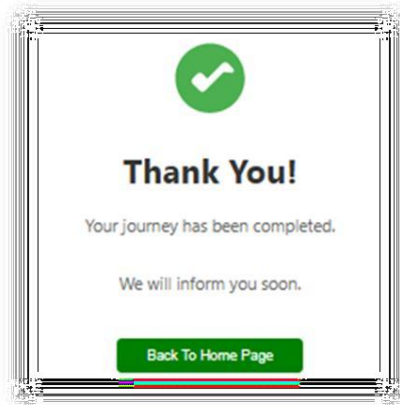
Verify OTP

Cancel

NSDL e-Gov is now

Success! otp sent on registered mobile/email id.

Please do not press "Submit" button once again or the "Refresh" or "Back" buttons.



For technical support, reach us at +91-22-40778097 (Mon to Fri from 9.30 a.m. to 6.30 p.m.)